



Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.

PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: IEC

Date: Friday April 5, 2019

Room: W101

Name of Person Taking Notes: Lucky Springfield

Chair(s):

Sonya Valentine

Crystal Kollross

MEETING NOTES

In Attendance: Crystal Kollross, Sonya Valentine, Beverly Dunbar, Carlos Altamirano, Carrie Afuso, Daisuke Yamaguchi, David Colley, Jude Socrates, Julie Kiotas, Krista Goguen, Mia Villamayor, Rudy Aguilar, Xiu-Zui Wu, John Gillette

Crystal Kollross called the meeting to order at 1:14 PM.

I. Public Comment on Non-Agenda Items – None.

II. Review and approval of meeting notes from March 22, 2019.

- Motion to approve: D. Yamaguchi. Second: C. Altamirano. Approved.

III. INFORMATION ITEMS

1. Member Handbook
 - D. Colley presented the first draft of the IEC member handbook. He welcomed suggestions from the committee and asked the committee to email recommendations for improvement.
2. Sending back incomplete review sections
 - D. Colley went over the Reviewer update in TaskStream with the committee and gave some ideas on how to improve the process.
3. April 26, 2019 Reviews to be presented
 - i. Accounting Bookkeeping – team confirmed to present.
 - ii. Anesthesia – team confirmed to present.
 - iii. CIS – team confirmed to present.

IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. None

V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Each Team complete 2 reviews by April 26, 2019
 - C. Kollross encouraged committee to complete two reviews by April 26, 2019.
2. Reviews to be presented on May 10, 2019
 - i. Administration of Justice – team confirmed to present May 10, 2019.

ii. Who else?

- Foreign Languages – team confirmed to present.
- Business Law & Paralegal – team confirmed to present.
- Biological Technology – team confirmed to present.

VI. ANNOUNCEMENTS

- C. Afuso shared the Associated Student elections are coming up. Be sure to encourage the students to vote.
- C. Altamirano reminded the committee of the ALE Dodger night on Tuesday, May 7th. Tickets should be purchased before April 19th at Student Business Services for \$40 each.

VII. ADJOURNMENT

- Meeting adjourned at 1:37 PM for teamwork.