



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 26, 2019

Room: W101

Name of Person Taking Notes: Lucky Springfield

Chair(s):

Sonya Valentine

Crystal Kollross

MEETING NOTES

In Attendance: Crystal Kollross, Sonya Valentine, Armando Duran, Beverly Dunbar, Carlos Altamirano, Daisuke Yamaguchi, David Colley, Elizabeth Nagy-Shadman, Gloria Wong, Jason Robinson, Kimberly Shediak, Krista Goguen, Leticia Velez, Mia Villamayor, Xiu-Zhi Wu

C. Kollross called the meeting to order at 1:12 PM.

I. Public Comment on Non-Agenda Items - None

II. Review and approval of meeting notes from April 5, 2019

- Motion to approve: E. Nagy-Shadman. Second: C. Altamirano. Abstention: L. Velez and K. Shediak. Approved.

III. INFORMATION ITEMS

1. Reviews to be presented on May 10, 2019

- Administration of Justice
- Foreign Languages
- Dental Assisting

- C. Kollross reminded the teams of these three reviews to be presented on May 10, 2019.

2. Review AP 3251

- C. Kollross reviewed AP 3251 and the membership requirements.
- Committee welcomed the new and returning member, Leticia Velez, representing Classified Senate.

3. Update on Teams' Progress

- Committee shared their teams' review progress at this point. Teams were encouraged to have two or more reviews done.

IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Member Handbook

- D. Colley presented the Member Guide and spoke about the updated corrections.
- There was a suggestion to have an example of each area of unit review in a welcome packet.

V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Accounting Bookkeeping Summary – Crystal Kollross

- Accounting Bookkeeping summary was presented to the committee with comments on their mission statement, introduction content, program outcomes, tutoring & mentoring, recommendations, online classes, updating some of their approaches, telling students upfront of their opportunities that will be available to them after completing their program, Continuing Education (CE) and staying current in their field.
 - Motion to approve: J. Robinson. Second: K. Goguen. Approved.

2. CIS Summary – Krista Goguen

- CIS reconciliation summary was presented to the committee. Discussions were on the introduction, terms, mission statement, and curriculum development map. Also mention of including external organizations in their local measures, increasing completions rates, creating more certificates, closing equity gaps, data analysis, CISCO certification and auto awarding certificates were discussed.
 - Motions to approve: J. Robinson. Second: C. Altamirano. Approved.

2. Anesthesia Summary – Carlos “Tito” Altamirano

- Anesthesia summary was presented to the committee with discussion of their 100% passing rates, outcome language, needing more data to support their statements, equity gaps, introduction, and measureable outcomes.
 - Motion to approve: M. Villamayor. Second: D. Yamaguchi. Approved.

VI. ANNOUNCEMENTS

- C. Altamirano reminded the committee of the ALE Dodger night on Tuesday, May 7th. The last 19 tickets can be purchased from him and not at Student Business Services for \$40 each.
- J. Robinson mentioned Carrie Marks, English Professor at Sacramento City College, will visit PCC to facilitate a workshop titled “Maximum Capacity: Increasing Ours to Recognize Theirs” on Thursday, May 2nd from 5-8 PM and Friday, May 3rd from 8:30-11:30 AM.
- M. Villamayor shared that the Student Government elections are coming up and to spread the word.
- G. Wong encouraged the committee to go see PCC’s Concert Band and Symphony Orchestra on Sunday, April 28th from 4-6 PM.

VII. ADJOURNMENT – 2:12 PM

- Motion to adjourn meeting for teamwork: C. Altamirano. Second: M. Villamayor. Approved.