



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 June 7, 2019

Room: W101

Name of Person Taking Notes: Lucky Springfield

Chair(s):

Sonya Valentine

Crystal Kollross

MEETING NOTES

In Attendance: Sonya Valentine, Armando Duran, Beverly Dunbar, Carlos Altamirano, Daisuke Yamaguchi, David Colley, Jason Robinson, Jude Socrates, Kimberly Shediak, Krista Goguen, Lauren Acker, Melissa Anderson, Michaela Mares, Terry Stoddard, Xiu-Zhi Zoe Wu

S. Valentine called the meeting to order at 1:24 PM.

I. Public Comment on Non-Agenda Items – Today is K. Goguen's last day severing on the IEC due to retirement. Committee shared how they will miss her dedication and wisdom over the years.

II. Review and approval of meeting notes from May 24, 2019

- Motion to approve: C. Altamirano. Second: T. Stoddard. Approved.

III. INFORMATION ITEMS

A. End of Year Summary

- Committee recalled and shared what the IEC had been a part of this past year. The group mentioned the Fall 2018 Planning Retreat, Spring 2019 Budget Retreat, approving AP3251, working on the Certificate Program Review Rubric 18-19, Flex day training, completed program reviews, and the many new members of the IEC.

B. Team Assignments

- The five IEC teams have finished about 75 percent of the program reviews.
- If a team has already started a review, it is encouraged to complete it. There will be reminder emails sent out over the summer to complete unfinished reviews, in hopes to be ready for the Fall 2019.

IV. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

A. Program Reviews

1. Building and Construction

- Not presented – no discussion.

2. Electrical Technology

- B. Dunbar presented the Electrical Technology program review. Points of discussion were on the Mission statement, outcomes, name of certificate, licensing, introduction, history, list of employment opportunities, current format, work place application, skill set relating to customers, solar components, targets, data, number of certificates, development of

courses, SLOs, marketing, counseling services, equipment, staff needs, faculty influence, courses in the catalog, findings, certificate strength, professional development, budget, recommendations, completions, equity, neighborhood recruiting, license exam, funding, and completing the program in a year.

Motion to approve: D. Colley. Second: K. Shediak. Approved.

3. Fire Technology

- K. Shediak presented the Fire Technology program review. Topics of discussion were on staffing, introduction, mission statement, governing bodies, size of the program, certificates completed, fire academy preparation, outcomes, marketing, curriculum map, professional development, benefits to faculty, night class hours, plans for improvement, recruitment, outreach, courses in sequence, completion rates for certificates, exploring stackable certificates, findings, recommendations, advisory committee support, CTE programs, field trips, internship, funding, equipment, creating new courses, data, revising the program, target audience, future of program, looking into using chemistry teachers for the program, availability of courses and unit requirements.
- Motion to approve: C. Altamirano. Second: K. Goguen. Approved.

B. Develop Broad Recommendations

- S. Valentine asked the committee to share on any closing thoughts for broad recommendations from this past year of program reviews. Committee would like to see more equity data captured in all program reviews and provide more support to increase comfort of analyzing equity data. Possibly provide examples of programs that were successful in closing the equity gaps. To centralize program marketing, support, awarding of certificates, and reference completed certificates on transcripts. Committee mentioned increased integration between SLO assessment and program reviews. To have advisory committees to provide more support for the certificate programs, and perhaps a CTE breakfast to recognize the advisory committees as was done in the past.

V. ANNOUNCEMENTS

- C. Altamirano announced the Latinx Graduation on Friday, June 7th in the Sexson Auditorium at 6 PM, dinner follows.

VI. ADJOURNMENT – 2:21 PM.

- Motion to adjourn: K. Goguen. Second: C. Altamirano. Approved.