



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 October 25, 2019

Room: W101

Name of Person Taking Notes: Crystal Kollross

Chair(s):

Sonya Valentine

Crystal Kollross

MEETING NOTES

In Attendance: Crystal Kollross, Sonya Valentine, Carolina Espinoza Lopez, Daisuke Yamaguchi, David Colley, Elizabeth Nagy, Joyce Miyabe, Jude Socrates, Kimberly Shediak, Lauren Acker, Leticia Velez, Rhonda Williams, Rudy Aguilar, Zoe Wu, Melissa Anderson, Armando Duran

Call to Order at 1:20 pm

I. Public Comment on Non-Agenda Items - None

II. Review and approval of meeting notes from October 11, 2019

- 1st Melissa Anderson 2nd Rudy Aguilar
- Elizabeth Nagy asked about the status of the ongoing discussion on reducing the number of reviewers and brought up team size.
- Approved with 1 abstention – Leticia Velez

III. INFORMATION ITEMS - None

IV. OLD ITEMS – DISCUSSION AND POSSIBLE ACTION

1. Reporting to constituent groups
 - Discussion around how and what to report out.
 - Academic Senate is working on a report out form for shared governance committees.
 - Being proactive on reporting out what is happening at IEC meetings.
 - Asking the committee to determine what items should be reported out to constituent groups
 - Classified Senate has a standing item on agendas for report out from shared governance representatives.
2. Timeline for upcoming Certificate Review completion – to be presented 11/8
 - Sonya Valentine reviewed what CTE comprehensive reviews will be presented at the next meeting on 11/8/2019.
 - Earth and Physical Science (Team 1)
 - Hospitality (Team 3)
 - Dental Hygiene (Team 5)

V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Cosmetology Review (Team 2) partial review by Sonya Valentine.

- Still need one more section to be completed by a 4th reviewer
- 45unit program (1600 salon hour)
- Designed to be completed in one year but does have part time students
- \$4000 in tuition, kit, books, uniform, materials (website). Question for authors about program cost.
- Students increase their earning 124% after receiving the certificate. Bronze star from Chancellor's Office-- Definite strength for the program
- Will bring back for committee vote when all sections are completed

2. Business Administration Review (Team 3)- Rhonda Williams and Armando Duran

- Can complete the certificate and continue on to complete the degree for transfer. Stackable certificates to the degree program.
- Majority of program outcomes were SMART- Specific, Measurable, Attainable, Realistic, and Time bound. Created a clear pathway for students.
- Targets for success and retention were moderate and based on past achievement. Left little room for growth or improvement. Suggested adding a stretch goal.
- Unmet targets for demographics. Would like to know about efforts to recruit students from historically underrepresented backgrounds to the program.
- Alignment with external agencies wasn't completely clear. Looking for work-based learning opportunities for students within the program. Connect the classroom work to the industry.
- Maybe other data sources available for the authors to use to review their program.
- Course overlap between certificate courses and transfer degree courses. May be useful for students to have the distinction be clear, possibly do this in the catalog.
- Program strength in faculty responsiveness in working with students.
- Program strength in hybrid and online courses to help meet students where they are.
- Faculty regularly attend professional development opportunities and are looking to restructure/revise syllabus to insure equity.
- Program authors recommendations: A robust marketing program and program options that are shorter. Clear sequencing of courses.
- Building bridges from noncredit business course to credit business course.
- Authors need additional hardware and software to support student preparation for the workforce.
- Broad recommendation: Student ed plans to insure students are staying on the right track to completion.
- Commendation from IEC: Working with external agencies and aligning course work to the work place.
- 1st Dice Yamaguchi 2nd Leticia Velez Approved Unanimously

3. Building Construction Review (Team 3) - Armando Duran and Rhonda Williams

- No longer have actual construction program where students build things. This review still reflects some of the construction program but the college now offers the Building Inspection program.
- Building Inspection program has an entry level salary of \$70,000 and graduates could make up to \$100,000.
- Have a new fulltime faculty member for the Building Construction Inspection program, who is currently revising the course curriculum to introduce 4 different certificates.

- Recruiting female students into construction inspection program which had been primarily a male program.
- Data reference points were not clearly defined
- Recommendation: Review outcomes for measurability and clarity
- Targets were comfortable but did not necessarily stretch the program.
- Program authors mentioned the need for professional development around equity.
- Courses being updated. 10-unit courses were long and may have led to student drop out to obtain employment. Looks like the new curriculum will address this issue. Most of the new course are 3 units.
- Opportunity in new curriculum to allow students to obtain work and remain in the program.
- Increase marketing.
- Looking at possible distance education or hybrid coursework.
- Strengths: looked at labor market data
- Flat enrollment was of concern because the industry is showing demand. This may be addressed in the curriculum redesign. Bridging the programs to ensure student success.
- Recommendations from IEC: increase professional development offerings. Consider DE or hybrid coursework to increase enrollment and retention in program.
- Commendation: Faculty members who completed the review were all adjunct and seemed to be fully engaged.
- Courses seem to be at capacity each semester, indicating a strong demand for the program.
- IEC Committee member questions for the Team and committee-wide discussion:
 - Asked about the definition of success considering the college seems to have a definition of success. Are program leavers considered a success if they found employment? How can the college account for this because the student probably considers this a success.
 - Committee discussed whether GEO assessment is a part of the comprehensive review and should it be.
 - This would also apply to the EMP since we don't ask the authors to address the EMP we shouldn't require it in the review.
- 1st David Colley. 2nd Zoe Wu. Approved unanimously.

VI. ANNOUNCEMENTS – None (Tito was absent J)

VII. ADJOURNMENT: 2:10pm