



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 November 8, 2019

Room: W101

Name of Person Taking Notes: C. Kollross and S. Valentine

Chair(s):

Sonya Valentine

Crystal Kollross

In Attendance: C. Kollross, S. Valentine, B. Dunbar, C. Casillas, D. Yamaguchi, D. Colley, F. Ramirez, E. Nagy, G. Wong, K. Shediak, L. Acker, L. Velez, J. Wy-Syb, R. Williams, R. Aguilar, S. Stoddard, Z. Wu, A. Duran, M. Anderson, S. Fleming

Called to Order at 1:15 pm

- I. Review and approval of meeting notes from October 25, 2019 -- **1st R. Aguilar, 2nd M. Anderson, Approved**
L. Velez noted a repeated statement at the end of the second page of notes under Building Construction that should be edited out.

II. OLD ITEMS – DISCUSSION AND POSSIBLE ACTION

- S. Valentine covered the certificate reviews to be presented at the next meeting on November 22, 2019.
 - Business Information Tech (Team 3)
 - Library Tech (Team 4)
 - Manufacturing (Team 2)

III. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Cosmetology (Team 2) – presented by S. Valentine
 - Started at last meeting. Authors were reflective and honest in their review.
 - D. Colley stated that the review was completed by adjuncts but now the program has a fulltime faculty member.
 - Adjusting the curriculum to meet new state standards for health and safety requirements.
 - 85% success and 89% retention
 - A bit of confusion on how many students are actually in the program. Confusion may be around headcount versus enrollment.
 - Authors suggested staggering start dates of the program to meet student's needs. This is a cohort driven program.
 - Authors did consider employment demand. This may be a broad recommendation.
 - Authors stated need additional space and equipment. Currently not able to meet student demand with the allotted classroom space.
 - IEC reviewers would have liked to see information on completers, full time and part time students, equity and SLO information.
 - \$4000 fee for books and kits. Would like to know how students manage that.
 - C. Kollross stated that she felt the review was very student centered.

- 1st L. Velez 2nd Z. Wu. Approved.

2. Earth and Physical Science (Team 1) tabled for 11/22/19

3. Hospitality (Team 3) – presented by R. Williams

- Two stated goals were to prepare students for entry level positions and transfer especially to Cal Poly Pomona.
- It would be helpful to know how many students are in the program, demographics information and how many students are enrolled in the online course.
- Success and retention data was impressive. Efforts are being made to keep students in the program and move them through.
- Awarded 5 certificates in 18/19.
- Would like additional PD and conferences.
- 5 program outcomes but the 7 courses not necessarily linked to reinforced and practice of outcomes.
- Needed more information or clarity on required exams or practicums- Safe Serv certification will be required soon and a course is in development to aid students in passing.
- Reviewers had questions on how they are doing recruitment off campus.
- Marketing of the program was a recommendation.
- Recommendation that it would be good to sequence the courses and be sure students have ed plans to follow.
- Authors recommend more online and hybrid courses.
- Some confusion if appropriate technology is available for the program.
- Would like to see them align the credit courses with the noncredit hospitality courses.
- Again some confusion in headcount versus enrollment.
- Program does have internships available.
- IEC wondered about articulation of certificate, courses or degree to Cal Poly
- Some of the courses in the Hospitality program also apply to other programs
- S. Fleming suggested standardized marketing could be a broad recommendation for PCC.
- 1st D. Yamaguchi 2nd B. Dunbar Approved

3. Dental Hygiene (Team 5) – presented by C. Kollross

- Small, solid program 16 students in the program. 2 cohorts 32 students total.
- Very sequenced program – 2 years
- Target 15 certificates year
- Outside accreditor CODA
- Introduction is comprehensive and outlines the program. Includes prerequisite requirements
- High certificate program 59.5 units
- Thorough summary on all of the outcomes. Explain difference between target and actual outcome.
- Labor market statistics are very favorable and included in the review.
- Good job market opportunities and 100% of our graduates get employed.
- 3 Fulltime faculty. 2 classes in the program taught by non-program faculty.
- 11/1 student to faculty ratio.

- Some concern that the authors didn't understand that other areas of the college need to teach more students to generate revenue to support this program.
- High student touch program
- Only two very broad outcomes. IEC recommends that they break these out more to effectively assess them.
- Authors recommend raising awareness of the program to underrepresented student populations
- Big ask to increase the size of the program. Requires more full time faculty and chairs for students to see clients. Chairs are \$10,000 each and need to be on a 3-year refresh cycle.
- Program does serve the community – teeth cleaning etc.
- Authors don't seem to think the college is doing enough for them.
- Asking for another clerical staff person but they probably need a management position
- Or consider scheduling software for chair time
- Authors recommended further professional development.
- Authors recommend upgraded technology and space to keep the program current.
- IEC recommends reviewing equity in recruitment.
- IEC recommends pursuing grants to fund equipment or other program needs.
- 1st F. Ramirez 2nd R. Aguilar - Approved

IV. Announcements

- Homecoming activities coming up next week in the Quad with the game on Saturday
- Gallery exhibit
- Jazz outside CA on Tuesday and Thursday
- Winter production is Dog Sees God
- D. Colley showed the committee that he has put all of the Comprehensive Reviews and Annual Updates on the website via a link on the Integrated Planning webpage.

Adjourned

