



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 22, 2019

Room: W101

Name of Person Taking Notes: Sonya Valentine

Chair(s):

Sonya Valentine

Crystal Kollross

MEETING NOTES

In Attendance: Sonya Valentine, Beverley Dunbar, Carolina Espinoza Lopez, Carlos "Tito" Altamirano, Carrie Afuso, Daisuke Yamaguchi, Elizabeth Nagy, Joyce Miyabe, Jude Socrates, Lauren Acker, Michaela Mares, Myriam Altounji, Rhonda Williams, Terry Stoddard, Zoe Wu, Arian Nazarian

Call to Order at 1:15 pm

I. Review and approval of meeting notes from November 8, 2019

- 1st Terry Stoddard 2nd Daisuke Yamaguchi
- Approved unanimously
- Elizabeth Nagy noted there was no adjournment time and asked if this needs to be included.
- Tito Altamirano shared that it is not required.

II. INFORMATION ITEMS

A. Reviews to be covered at 12/6/19 meeting

- Sonya Valentine - we have one more meeting this semester. If your team hasn't completed all their reviews, it would be awesome if you can get them done this week. At our last meeting we won't have working time, we will just review the certificate reviews that are left.
- Reviews to be presented at 12/6/19 meeting
 - Registered Nursing (Team 5)
 - Emergency Medical Technician (EMT) (Team 2)
 - Manufacturing (Team 2)
 - Welding (Team 1)
 - Restorative Dental Technology (Team 4)

III. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Earth and Physical Science Review (Team 1) – Tito Altamirano

- Overall program review was strong and provided some good documentation but completion data is missing, and there are some issues with how the program outcomes are written.
- Program has been enrolling students since 2015-2016 and states students can complete the program in only 2 semesters but no completers are reported by authors (question for author).

- Elizabeth Nagy shared that she thinks this is likely a mistake – there are many students in these classes getting certificates.
- Joyce Miyabe shared, in answer to an earlier question about auto-awarding, that certificate programs are just coming up in the sequence now. The focus previously was on AAs and ADTs so certificates weren't auto awarded in the past.
- Addressed diversity stating need to improve recruitment of students of color from programs such as CS, Math, Business and Communication. The program has lower percentages of African American students than either the NS Division or the College.
- Program mentions being available for evening courses to help working students, but notice no online courses are offered (could be IEC recommendation).
- A strength identified by authors in the findings is the use of their advisory committee as guest speakers and curriculum input for work-based learning and support for career readiness.
- Best practice is program's use of their advisory committee. Demonstrated strong agreement as to the path of the program, and recommendations for improvement. For instance, it was recommended by the advisory committee to work with CS and build collaborative ties as well as listing the courses as GIS instead of GEOG.
- Broad recommendation is to update equipment for certificate programs to ensure students have the tools needed to be prepared for the workforce.
- 1st Terry Stoddard. 2nd Arian Nazarian. Approved unanimously.

2. Business Information Technology (BIT) Review (Team 3) – Rhonda Williams

- The program review was comprehensive and provided detailed information about each of the five certificate programs. New stackable certificate and 13 courses are hybrid or online.
- Success & Retention - The BIT program has had a steady success rate of 66% and retention rate of 80%. Retention declined over the past 5 years.
- Enrollment - The authors suggest the development of marketing materials to highlight course sequences to help increase student interest in the BIT programs.
- Displaced workers may be interested in retraining for a new career. Perhaps marketing efforts should also include people outside of the traditional college age range (18-21).
- Findings by authors include continuing to offer more courses in hybrid and fully online formats to help working students complete their certificate requirements, additional marketing (digital and social media) and outreach efforts, shorter course sequences and stackable certificates to improve completion rates, additional PD opportunities to help faculty and staff implement equity minded practices and utilize campus programs and initiatives, and enrolling students in BIT certificate programs at the onset of their registering for a BIT course.
- Broad recommendations - a) Curriculum refinement - The BIT program identifies and implements new programs and courses based on market research and input from their Community Advisory Committee, and b) Use of facilities - The BIT program schedules course offerings to utilize facilities to full capacity.
- Best practices included business collaborations: The BIT program develops strong partnerships with local business through their Community Advisory Committee, and BIT curriculum is aligned with labor market data and external agencies specifications for student skill set development.
- IEC group discussion about what success and retention targets should be based on, the last 5 years or new labor market data.
- 1st Daisuke Yamaguchi. 2nd Tito Altamirano. Approved unanimously.

3. Library Technology Review (Team 4) – Rhonda Williams on behalf of Team 3

- The program review was effective and comprehensive. Authors provided over 30 charts, graphs, tables, and supporting documentation from the Dept. of professional employees.
- Program offers 2 certificates and an A.S. degree.
- Approximately 18 certificates annually.
- Findings presented by the authors include the need for a model curriculum and fewer late start courses for the fully online courses. Shared curriculum and assessments are also essential to help faculty meet student needs.
- Another finding for library careers and for those considering pursuing a BA/BS and then an MLIS, is an AS or AA degree in a relevant discipline or an AAT (e.g. Psychology, English, Child Development, CIS, Sociology, etc.) which may be more beneficial than the AS in Library Technology degree.
- In terms of funding, the current library operations do not support all activities required for the program and there is a need to hire additional full-time faculty.
- Also, instructional aides are needed but there are restrictions on hiring instructional aids as student workers which is an impediment. Eligible tutors are typically graduates.
- Broad recommendations include: maintaining and updating laptops and wireless hub regularly and consistent support and funding for adjuncts for SLO assessment.
- There are a number of best practices and innovations some of which can also be included in broad recommendations: Change in program sequencing (20016/2017) to enable summer start students to complete the program within one year, stackable certificates, in-house tracking of student performance, aligning their curriculum with external agencies, and utilizing their Advisory Committee to periodically review their curriculum.
- This Library Technology review is a model of how to compile program data to support the various components of a successful program. Other college programs should consider methods to secure, compile, and present program data in a similar fashion.
- 1st Tito Altamirano. 2nd Elizabeth Nagy. Approved unanimously.

IV. OLD ITEMS – DISCUSSION AND POSSIBLE ACTION

A. Team composition and number of reviewers

- Sonya Valentine shared background on team composition with goal of having diverse representation from across campus from faculty, managers, classified staff, and students. IEC has had challenges completing program/unit reviews in a timely fashion over the past 10 years and this has led to significant delays in getting feedback to program review authors. Currently teams do 4 reviews and a 5th summary reconciliation. Then the review is presented to the full IEC for discussion and approval. IEC Leadership is recommending the number of reviewers be reduced.
- Zoe Wu shared she is in favor of reducing the number of reviewers. In the current format it takes a long time for teams to finish all 5 (4 reviews and 5th reconciliation). Then our reviewer comments are sent out maybe one year late to authors and by then circumstances may have changed. Not valuable to spend all that time and then it's not useful to them.
- Jude Socrates shared he is also for reducing the number of reviewers. Asked when it would start and if this would be Fall of next year, also would this need to be reported up to the Senate for approval.
- Sonya Valentine stated that if IEC approved could begin with the next new cycle of reviews in Spring 2020. It's just important that all reviews within a cycle be completed in the same way.
- Beverley Dunbar brought up the number of reviewers for discussion. That if there was hesitation, it could be done on a preliminary basis.
- Zoe Wu made a motion to reduce the number of reviewers to 3. Terry Stoddard 2nd.



- Group discussion – Consensus that IEC members will monitor this change and committee will re-evaluate and address if not working. Clarification that the team composition and number of team members will not change, only the overall number of reviewers required for each team review. The reconciliation and IEC full committee review will also stay the same.
- Approved unanimously.

V. ANNOUNCEMENTS

- Tito Altamirano – Dec 3rd and 5th 12-1pm in Quad for Pathways Research Conference. 2800 Pathways students will present their research. Judges are needed please sign up.

VI. ADJOURNMENT: 2:30pm