



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, December 6, 2019

Room: W101

Name of Person Taking Notes: Crystal Kollross

Chair(s):

Sonya Valentine

Crystal Kollross

Attendance: Crystal Kollross, Sonya Valentine, Carolina Espinoza Lopez, Carrie Afuso, Daisuke Yamaguchi, David Colley, Elizabeth Nagy, Gloria Wong, Joyce Miyabe, Leticia Velez, Myriam Altounji, Terry Stoddard, Zoe, Wu, Melissa Anderson,

Notes

Call to Order at 1:14 pm

I. Review and approval of meeting notes from November 22, 2019

1st E. Nagy, 2nd T. Stoddard **Approved** **Abstained:** C. Kollross, L. Velez, G. Wong

II. INFORMATION ITEMS

1. Next meeting is Friday February 21, 2020

2. Comprehensive program review cycle

- Next up in the cycle are the local AA degrees. As of 12/6/19 -- 12 have been submitted for review. 7 outstanding.

III. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Registered Nursing (Team 5) – presented by C. Kollross

- Combination of RN and LVN programs were reviewed but more of the RN program.
- Program mission aligns with college mission. The authors site the EMP in the Introduction as part of the program alignment
- They have an external accreditation process separate from the college – wide process that is significant for them – noted in their external accreditation that they were out-of-compliance in two areas the nursing lab simulation coordinator which has since been rectified and the other was an additional support staff position for the program which has not yet been resolved.
- Good program outcomes that are well articulated, current, and align with mission statement.
- Introduction discusses pass rate for state and national exams are good and consistently good
- Have to maintain a less than 25% attrition rate in the program and there is around 10% which would translate into a 90% retention rate in the program.
- Program has a strong reputation in the local health care community.
- Program authors took a close look at success and retention by ethnicity. Concerned with equity
- Very regulated program
- Review 50% of their curriculum annually in regards to alignment with BSN programs.

- Program authors didn't follow the review template very well which made it difficult for the reviewers to unpack the information.
- Did not have a recommendation for improvement reading the clinical support person they said they needed for accreditation purposes.
- Summary of findings were not very good.
- Curriculum map for Nursing was complete. The Curriculum map for LVN was not.
- Recommendation to identify new clinic sites. Recommendation to insure that program courses are offered sequentially to support timely completion of the program.
- Program has faced declining enrollment and program completers due to lack of sufficient clinical sites.
- Program has excellent exam pass rates and job placement rates.
- Program needs to create viable bridges with local BSN programs
- Motion to approve 1st L. Velez, 2nd D. Colley Approved

2. Emergency Medical Technician (EMT) (Team 2) presented by S. Valentine

- Strong with good detail but some areas could have used more evidence.
- Mission was clear, simple and direct.
- It is a one course program.
- Curriculum is aligned with local, state and government requirements in EMT.
- Some confusion about the name of the one course that student find confusing.
- More data and professional development would have been useful
- Was all adjunct faculty but in 2017 hired a full time faculty member. Which has helped with curriculum, success and program completers.
- Program has some space needs that need to be addressed
- Authors indicate that it is a high demand program but don't supply much evidence to support that claim.
- Success rate is less than the institutional average.
- Excellent records of who took the EMT test for certification. Over 5 years it was 55.8% Once the new full time faculty member was hired they have increased that to 88.8% Most current was at 97%. Also raised the pass rate to "B" to insure students can pass the test. The accrediting agency instituted this change.
- Looked at equity all groups except Latinos meet the 80% pass rate.
- IEC recommends that the program develop ways to support Latino students in the program.
- Authors identified marketing and recruitment as an area they need assistance.
- Would like better computers to help improve testing and record keeping. Also an ambulance box would help with training and a temperature controlled storage unit.
- Excellent documentation with local and state agencies. Continue to develop courses under the strong workforce.
- Motion to approve C. Afuso, 2nd D. Colley, Approved

3. Welding (Team 1) – presented Melissa Anderson

- Not much on the variability in the certificates awarded annually.
- Authors stated there were no equity gaps but set targets in the outcomes for different ethnicities.
- Skills were only introduced and practiced not reinforced according to the curriculum map.
- High success and retention rates.
- Stated they were not meeting their goal on awarding certificates
- Enrollment goals met.

- SLO assessment is ongoing
- Reviewing and updating curriculum for the program
- Looking into equipment needs for future
- Authors said they had the resources they need to run the program
- Overall a strong review, nothing jumped out.
- Question for the authors is why the variability on certificates awarded. Are they getting jobs before finishing the coursework?
- Would like to have had more information on professional learning to keep current.
- Introduction could have more substantial
- Mission was more of the program history. Rewrite to be an actual mission
- Consider rewriting outcomes to remove demonstrate and just state the skills and level of expertise or qualifiers.
- Definite need for this certificate in the workforce
- Advisory Board may be able to help with program design for completion.
- Opportunity for the college to award credit for work experience to support certificate completion.
- Broad recommendation – How can the college support certificate completion through awarding credit for work experience.
- Motion to approve 1st Zoe 2nd Terry Approved

4. Manufacturing and Industrial Technology (Team 2) – presented Sonya Valentine

- 2 certificates of achievement and 2 occupational skills certificates but one in each category was archived
- Overall a good comprehensive review
- Mission was pretty well written, aligned with college goals.
- Talked about certificates but didn't describe how the certificates prepared students for the workforce
- Fairly strong use of data but set their goals to meet the college average which was lower than their current rates.
- Some problems with the electrical to the equipment that makes it unavailable to students as needed. Building is not wired correctly.
- Working on recruitment of students to the program but not sure how they can support more students without proper equipment
- Low number of certificates or degrees may be due to people taking courses within the program to fulfill requirements for other programs.
- Lab hours and face-to-face instruction has been difficult to over online but are working to keep labs face-to-face and move coursework online
- Want to strengthen industry partnerships, clearer marketing and messaging to students and community
- Developing project based curriculum
- Better onboarding of faculty to support the program
- Dedicated administrative support for the program
- Best practice – worked with fulltime and part time faculty to develop SLOs and curriculum and develop articulation agreements
- IEC recommendation- if they don't have an effective advisor committee –get one

- Some of the curriculum was moved to the design tech program and the faculty are working on curriculum revision and alignment—certificates moved to Design Tech??? This could be a coding issue behind the scenes
- Motion to approve 1st Melissa 2nd Dice Approved

5. Restorative Dental Technology (Team 4) – presented by David Colley

- Use to be called Dental Laboratory Technology program
- Program outcomes were thorough but may be missing things like patients. Patients are not referenced at all in the comprehensive review. Descriptors for outcomes are a bit vague.
- Not all of the outcomes appeared to be measurable
- There is a mission statement but it is very general and could apply to any program.
- Multiple outcomes with two of three measures for each
- Used the data supplied but also sourced their own data to add to the review.
- Findings and recommendations were thoughtful and detailed. Identified courses were students are more challenged and made need additional support for concrete interventions
- Program has high completion and success rates.
- Authors suggest the program could be expanded.
- All fulltime and adjunct faculty are involved in professional learning.
- Many of the measures do not include findings and recommendations. Too much information on the measures they finished and not enough on others.
- There is a curriculum map but it is not complete.
- Recommendation by authors to continue and increase a counseling component.
- Authors identified the need to develop digital alternatives
- Authors stressed the importance of guiding students into the AS program
- Many of the recommendations were outwardly focused towards the college and not inwardly on how the faculty could improve the program.
- Broad recommendations for the college –development of hybrid and online alternatives. Also developing part time pathways for students.
- Broad recommendations – integrating counseling services into programs
- Authors felt the program was not appropriately funded.
- Small but strong program. Average job openings in California.
- Not sure from authors comments how they could or would expand the program
- Suggestions for authors—review labor market data, focus on how the program can be improved inwardly, review program outcomes, complete the overall recommendations for improvement.
- Motion to approve 1st Leticia 2nd Zoe Approved

IV. ANNOUNCEMENTS

None

V. ADJOURNMENT – 2:43pm
