



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, April 24, 2020 1:00-3:00 PM

Room: Zoom

Name of Person Taking Notes: Jennifer Alvarez

Chair(s):

Sonya Valentine

Crystal Kollross

Meeting Notes

In Attendance: Lauren Acker, Carrie Afuso, Rudy Aguilar, Tito Altamirano, Myriam Altounji, Melissa Anderson, Crista Casillas, David Colley, Beverley Dunbar, Stephanie Fleming, Crystal Kollross, Carolina Lopez, Michaela Mares-Tamayo, Joyce Miyabe, Elizabeth Nagy-Shadman, Jude Socrates, Terry Stoddard, Sonya Valentine, Leticia Velez, Zoe Wu, Daisuke Yamaguchi

C. Kollross called the meeting to order at 1:03 PM.

I. Review and approval of meeting notes from December 6, 2019

- o Motion to approve: C. Casillas. Second: Z. Wu. Approved.

II. INFORMATION ITEMS

1. Check In

- o C. Kollross explained that she and S. Valentine would like to hear about how everyone is doing during this time.
 - o The committee shared their experience.
- o S. Valentine indicated that the committee could email her and D. Colley if they have forgotten their Taskstream login.

2. AA degree review process

- o C. Kollross reviewed the team assignments with the committee. There are currently ten, but two, Russian and Spanish, have not been assigned. They will be assigned afterward. She also indicated that she would send the ADT's for review.

III. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

1. Non-Credit Program Review Template

- o C. Kollross shared that she, S. Valentine, D. Colley, and R. Williams worked on this template. She reviewed the template with the committee.
- o The committee reviewed Component A.
 - o Z. Wu discussed Outcome 4 and student hours recorded as demonstrating understanding of course content and the link between hours attended and a better understanding of course content.

- The committee discussed positive attendance for different courses. The committee discussed the definition of success. S. Fleming explained that success could be defined in different ways, for example, as a grade of C or better or based on a certain outcome.
 - L. Velez asked if a list of what contributes to the understanding of a course could be provided.
 - i. D. Colley indicated that faculty would determine this.
 - D. Colley explained that hours recorded were included because this is quantifiable data that can be measured.
 - M. Anderson discussed that all courses have student learning outcomes, and there is other data that can be measured to demonstrate student understanding.
 - The committee discussed the goal of outcome 1 and outcome 4.
 - i. Z. Wu explained that each outcome refers to different types of classes. She proposed changing outcome 1 to correspond to outcome 4.
 - The committee discussed graded and non-graded courses.
 - The committee reviewed the order of the outcomes on the template.
 - i. The motion by C. Kollross to incorporate these changes into the document passed with no opposition. D. Colley edited the document to reflect these changes.
 - The committee reviewed Component B.
 - i. The committee discussed programs and practices.
 - ii. J. Socrates asked about practices.
 - 1. D. Colley explained that practices have to do with pedagogy and how students are served, and that this is comprehensive.
 - 2. Z. Wu indicated that the practices should be specified.
 - iii. The committee discussed equitable outcomes and closing the equity gap.
 - 1. M. Altounji provided alternative language regarding recruitment and equitable outcomes.
 - iv. The committee discussed moving program recruitment to a separate component.
 - v. The committee agreed to change the title of Component B to "Equity". C. Kollross explained that outcomes would be needed. The committee discussed the outcomes. D. Colley incorporated the changes to the document.
 - vi. The committee discussed gainful employment.
 - The committee reviewed Component C.
 - The committee reviewed Component D.
 - The committee reviewed Component E.
 - C. Kollross indicated the template would be reviewed and evaluated after it goes through a cycle.
2. Comprehensive Program Review Cycle
- C. Kollross and D. Colley reviewed the comprehensive review cycle.
 - The committee discussed when to incorporate the non-credit programs.
 - The motion by C. Kollross to add non-credit comprehensive program reviews to the four-year cycle, adding a fifth year for one time only, and adding non-credit comprehensive program reviews to the third year of the four-year cycle passed without opposition.
 - C. Kollross announced that D. Colley would send the templates from Taskstream when they are ready. She will also send an announcement for the ADTs.
 - D. Colley discussed starting the curriculum maps and sending them out.
 - C. Kollross asked M. Altounji if she could provide a demonstration of Program Mapper at the next meeting and to discuss how to incorporate this into the comprehensive review. M. Altounji indicated, yes.



- C. Kollross complimented the committee on their work.

IV. ANNOUNCEMENTS

- T. Altamirano and the committee congratulated D. Yamaguchi, B. Dunbar, and R. Williams on receiving tenure.
- B. Dunbar complimented the CDC program for allowing students to practice and implement critical skills during this time.

V. ADJOURNMENT – 2:55 PM