



**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, May 22, 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, Armando Duran, Carolina Lopez, Michaela Mares-Tamayo, Elizabeth Nagy-Shadman, Jude Socrates, Leticia Velez, Rhonda Williams, Daisuke Yamaguchi

C. Kollross called the meeting to order at 1:06 PM.

I. Review and approval of meeting notes from May 8, 2020

1. Motion to approve: R. Aguilar. Second: D. Colley. Abstain: L. Velez. Approved.

**II. INFORMATION ITEMS**

**III. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION**

2. Business Administration AA reconciliation – Tito

- o L. Acker reviewed the Business Administration AA reconciliation.

- i. L. Acker shared that the reviewers found the program review to be well-written. It was easy to follow. The mission statement and introduction outlined the program and are in line with the college's mission statement.
- ii. There were concerns expressed regarding the measurability of program outcomes and the rationale for some of the data targets. L. Acker reviewed the findings and recommendations.
- iii. L. Acker reviewed how effective the program was from the IEC reviewer's perspective. She indicated there were concerns regarding the measurability of the program outcomes. The major outcomes used the word "demonstrate" which is not easy to assess or measure. The recommendation was to use more action-oriented verbs and intellectual skills that can be measured.
- iv. L. Acker indicated that the discussion of the general outcomes and targets was aligned, but some targets were unclear.
- v. Finding growth in the program and success rates across demographics grew and focus on meeting the needs of students, but some equity gaps need to be addressed.
- vi. Present technology needs are met, but there may need to be some changes in the future.
- vii. She discussed recommendations, such as offering more flexibility for students in distance education.

- viii. She also shared that continuing professional development and additional funding was discussed.
    - ix. L. Acker shared questions and suggestions, including revising curriculum maps and rethinking targets.
  - T. Altamirano explained the need to identify what is expected to be on the curriculum maps.
    - 1. C. Kollross indicated that this highlights one of the reasons why colleges are moving towards the ADTs. Focusing students on the major makes it easier to assess learning outcomes.
    - 2. M. Altounji expressed that ADTs can create a narrowness that needs to be balanced for the students that are not transferring to a CSU.
    - 3. M. Anderson discussed finding a way to create course groups within AAs.
    - 4. M. Altounji discussed focusing on program maps to create direct paths for students.
    - 5. R. Williams asked for clarification about broad AAs and the challenge for students. M. Altounji explained the pros and cons.
  - Motion made by T. Altamirano to approve the Business AA. Seconded by L. Velez. No further discussion requested; no opposition; no abstentions. Motion approved
3. German AA reconciliation – Crystal
- C. Kollross indicated that the reconciliation would be completed.
4. ADT Handbook
- C. Kollross explained that this is the tool that will be given to the authors that are going to do the ADT reviewer in Taskstream. She asked the committee to look at it from an author's perspective.
  - D. Colley reviewed the ADT Handbook. He explained that Sonia provided feedback.
  - M. Anderson suggested adding a section that describes the global structure and conceptualizes the big ideas so the author can meet with faculty and have a plan. She also suggested providing examples.
  - M. Mares-Tamayo suggested having definitions and examples available. She also suggested formatting changes and indicated that an accessible version should be available to reflect our mission statement as an equity-minded learning community.
  - L. Velez asked if the handbook could be converted to a PowerPoint Presentation to use the voice over for accessibility. She also asked if Taskstream is accessible.
    - i. C. Kollross indicated that this was in the contract and that every version of Taskstream should be accessible.
  - C. Casillas suggested adding information to the front page indicating that this is an author handbook.
  - R. Williams explained that this is a great resource for the reviewers as well since they can see what the authors are seeing.
  - D. Colley indicated that the committee could email additional suggestions to him.
5. Guided Pathways/Career Communities and Program Review
- C. Kollross discussed the Guided Pathways/Career Communities framework at the college and how to incorporate this information into the Program Review.
  - M. Altounji explained the need to think about the experiences that individual students are having through the programs and how programs fit into career outcomes and local feeder universities. She indicated that eventually, all programs would be mapped for all four-years.

- M. Altounji indicated that collaboration and coordination should occur with universities to make sure that PCC students are entering their programs and being successful there. She also discussed that as dual enrollment programs are being developed, the student experience from high school from dual enrollment into four-year universities, certificate programs, and degrees should be looked at.
- M. Altounji explained that there are six career communities and that this information can be accessed on the website. She also indicated that the program maps could be accessed for each career community.
- M. Altounji and C. Kollross discussed, including career community information in program review and unit review.
- D. Colley suggested authors putting a statement in the introduction identifying their community and connecting the program review and the larger career communities.
- M. Altounji suggested scheduling a meeting to discuss how to teach and onboard people to the concept of including career communities in the Program Review.
- T. Altamirano discussed that all programs could form part of the five pillars of the Guided Pathways framework in some way.
  - i. M. Anderson agreed and discussed how the pillars are about the creation and continuity of the community. She suggested taking the pillars and turning them into objectives on the Program Review.
- R. Williams asked this included non credit students. M. Altounji indicated, yes.
- R. Williams indicated that non credit students could begin to be mentored almost immediately and increase the probability that once they finish their program or certificate, they can transfer.
- C. Kollross asked the committee to provide suggestions and indicated that this would continue to be discussed.

#### IV. ANNOUNCEMENTS

- M. Mares- Tamayo encouraged the committee to refer students to the PCC Foundation website to see the different opportunities available to them. Currently, there is a scholarship opportunity that is open until next Friday for formerly incarcerated students. She also indicated that the PCC QUEST Center has been extremely active throughout the remote period. She encouraged the committee to follow them on social media and provided the link. She announced that there is an activity calendar put together by the QUEST Center staff for June, which is Pride Month.
- C. Afuso announced that elections are being held. Students can vote on May 27 and May 28. She encouraged the committee to be helpful and supportive of the candidates and explained that the candidates have good ideas and have done a great job at the forums.
  - C. Kollross indicated that she has been impressed with this year's executive board and thanked C. Afuso for her work as well.
- C. Kollross thanked the committee for their hard work and asked that they reach out to her should they need anything.

#### V. ADJOURNMENT- 2:19 PM
