



**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, June 5, 2020 1:00-3:00 PM

**Room:** Zoom

**Name of Person Taking Notes:** Jennifer Alvarez

**Chair(s):**

Crystal Kollross

Sonya Valentine

**Meeting Notes**

**In Attendance:** Lauren Acker, Carrie Afuso, Carlos Altamirano, Myriam Altounji, Melissa Anderson, Crista Casillas, David Colley, Crystal Kollross, Beverley Dunbar, Armando Duran, Carolina Lopez, Michaela Mares-Tamayo, Joyce Miyabe, Terry Stoddard, Jude Socrates, Sonya Valentine, Leticia Velez, Rhonda Williams, Gloria Wong, Zoe Wu, Daisuke Yamaguchi

C. Kollross called the meeting to order at 1:43 PM.

**I. Review and approval of meeting notes from May 22, 2020**

- Motion to approve: D. Colley. Second: C. Lopez. Approved.

**II. INFORMATION ITEMS**

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

**1. Japanese Reconciliation Presentation**

- a. S. Valentine reviewed the Japanese AA Degree and indicated that the faculty collaborated well on writing the program review. She reviewed the IEC reviewer's perspective.
  - i. Reviewed the introduction, mission statement, and suggestions from the IEC reviewers. Suggestions include:
    - 1. Connecting the mission statement to the College mission statement and Educational Master Plan.
    - 2. Proficiency and knowledge easily assessed, although there was confusion with some of the terminology, such as "expressive" and "receptive."
  - ii. Z. Wu shared that there were formerly five SLO's. The first four were combined to general SLO's, receptive and expressive. She indicated that listening and reading are receptive and speaking and writing are expressive. These two SLOs were recommended by C&I Committee for all

languages.

1. S. Valentine reviewed Components Outcomes and Measures. Anecdotal evidence provided but additional information and quantitative data needed. This will be added to the Broad Recommendation list. Professional development, space needs, should be supported by data.
- iii. Findings and Recommendations provided by the reviewers include:
  1. Address and respond to previous recommendations.
  2. Provide data on the number of students that meet transfer requirements with Japanese Courses.
  3. Address lower success in retention rates.
  4. Post course offerings two years in advance to help students plan.
- iv. The committee discussed recommendations.
- v. D. Colley indicated that additional training could be provided to distinguish between disciplinary department review and AA degree or certificate review.
- vi. Z. Wu indicated that some students decide to study Japanese because of their interest in anime. The committee discussed a possible collaboration with Visual and Media Arts.
- vii. D. Colley indicated that the foreign languages collaborated and developed common program outcomes within the larger discipline.
- viii. D. Yamaguchi recommended recruitment from student groups.
- ix. C. Afuso indicated that Associated Students would be interested in working with faculty.
- x. M. Anderson suggested providing a template for faculty to develop program outcomes.
- xi. Motion made by C. Afuso to approve Japanese Reconciliation. Seconded by D. Yamaguchi. No further discussion requested; no opposition; no abstentions. Motion approved.

## 2. German Reconciliation Presentation

- a. C. Kollross shared that team five worked on the German Reconciliation and thanked J. Miyabe for joining all of the teams.
- b. C. Kollross reviewed the introduction, mission statement, and suggestions from the IEC reviewers.
  - i. One of the reviewers noted that courses beyond German IV are not offered in the spring and fall semesters. The reviewers asked how students

complete the degree and if the planning of courses allows for completion.

- ii. Additional data and analysis is needed by the program authors.
- iii. Components, Outcomes, and Measures were reviewed.
- iv. The curriculum map was met, and the program outcomes were reviewed.
- v. Findings and recommendations need additional rationale. More information is needed for helping success and retention.
- c. The committee discussed the institutional structure for creating dialogue and collaboration on programs and program reviews.
- d. A. Duran indicated that faculty are making a commitment to collaborating and streamlining work on program proposals.
- e. Motion made by J. Socrates to approve German Reconciliation. Seconded by G. Wang. No further discussion requested; no opposition; no abstentions. Motion approved.

### 3. IEC Broad Recommendations

- a. C. Kollross reviewed the IEC Broad Recommendations and the reconciliation summaries that were developed.
- b. The committee discussed the role of IEC.
  - i. L. Velez discussed Pathways and viewing equity as the framework for program reviews.
  - ii. D. Colley discussed recommendations to the authors and the institution. Discussed reading program reviews, identifying commonalities, and bringing them to the attention of the College to increase program effectiveness.
  - iii. S. Fleming discussed providing more guidance in the area of the program review that addresses improvement plans—asking more pointed questions about closing equity gaps and how the goals from the previous program review have been met.
  - iv. M. Anderson discussed appreciative inquiry and finding ways to build and share knowledge across the institution.
  - v. R. Williams discussed the incorporation of the student voice in program review and surveying students.
- c. C. Kollross explained that the IEC Broad Recommendations pertain to the internal review process.
  - i. The committee discussed the connection between career and completion.
- d. C. Kollross indicated that she and S. Valentine would send the Broad Recommendations to the committee for review.

#### **IV. ANNOUNCEMENTS**

- D. Colley announced that the ADT Handbook has been expanded and has been made accessible.
- C. Kollross announced that deans would be notified of the ADT review and the handbook. The deadline for review is November 30<sup>th</sup>. In the fall, the committee will still be working on the AAs, and in the spring, the committee will be working on the ADTs.
- C. Afuso and the committee congratulated S. Valentine on earning a doctorate.

#### **V. ADJOURNMENT – 3:03 PM.**