



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, September 11, 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, Myriam Altounji, Melissa Anderson, Crista Casillas, David Colley, Beverley Dunbar, Jennifer Fiebig, Martha House, Josh Hughey, Crystal Kollross, Beverley Dunbar, Armando Duran, Julie Kiotas, Carolina Lopez, Kevin McKenna, Joyce Miyabe, Elizabeth Nagy-Shadman, Louise Panaligan, Terry Stoddard, Jude Socrates, Tooktook Thongthiraj, Sonya Valentine, Leticia Velez, Rhonda Williams, Gloria Wong, Daisuke Yamaguchi

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

I. Review and approval of meeting notes from June 5, 2020

- Motion to approve: C. Afuso. Second: J. Miyabe. Abstain: L. Panaligan, J. Fiebig, M. House. Approved.

II. INFORMATION ITEMS

1. Welcome
 - a. C. Kollross welcomed the committee and introduced the new committee members.
2. Shared Governance Committee Report-Out Form
 - a. S. Valentine reviewed the Committee Report-Out Form that will be used to report out to the Academic Senate.
3. New Member Training
 - a. D. Colley conducted new member training and reviewed the following on Taskstream: reviewers and the types of reviews, the review cycle, a sample program review, the curriculum map, the software and program review process, and the elements of program review.
 - b. D. Colley explained that program review is on a multi-year cycle. He reviewed the 4-year cycle and the campus-wide system of continual improvement.
 - c. D. Colley reviewed the rubrics used by IEC and indicated that for purposes of anonymity, IEC reviewers receive individual IEC reviewer accounts.
 - i. D. Colley and C. Kollross asked the committee to contact them with any questions. D. Colley indicated that he could provide training and record it.

4. Fall Review Cycle Timeline

- a. C. Kollross reviewed the local degrees to be completed and presented to IEC. She reviewed the schedule that she and Sonya created for the AA degree review. She indicated the dates they will be presented in the fall.
- b. C. Kollross explained that once three reviewers do the review, the reconcilers will complete the reconciliation and present it to IEC, which helps the chairs provide recommendations to College Council.
- c. S. Valentine indicated that team leaders would let their teams know which review they are working on.

III. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION

1. Committee Evaluation Summary Review

- a. C. Kollross reviewed the committee evaluation summary for IEC and thanked the committee for their participation.
- b. C. Kollross explained that bullet points would be provided at the end of the meeting to assist members with reporting back to their constituent group.
- c. C. Kollross indicated that meeting norms would also be provided.

2. Goals for 2020-2021

- a. C. Kollross discussed establishing committee goals.

3. Program Mapper

- a. M. Altounji and S. Fleming explained the Program Mapper and incorporating it into program review. The focus is currently on full-time maps; they are working creating part-time maps.
- b. S. Fleming discussed providing recommendations from IEC to faculty.
- c. M. Altounji and S. Fleming created Zoom breakout rooms and asked the groups to reimagine the process from the student perspective and to re-evaluate program review using a guided pathways framework. They asked the committee to explore the maps and contextualize it within the program review process- what should program authors be looking for?
- d. M. Altounji discussed challenges with certain pre-requisites, course sequence, and program mapping.
- e. M. Altounji shared a Google document and asked the committee to provide notes and recommendations.
- f. Committee members returned from the Zoom breakout rooms, and representatives from each group shared their responses.
 - i. T. Thongthiraj shared that program maps can help the authors look at courses that may not be contributing to completion, affecting student progress. The authors can refer to this data.
 - ii. A. Duran suggested looking at the total units needed and identifying courses that may be keeping students from completion.
 - iii. L. Velez shared that program maps are connected to curriculum maps and that authors should be working with both sets of maps in tandem. She indicated that program maps could be a useful tool for prioritization.



- g. C. Kollross shared that program maps provide reviewers with a better idea of the program and the courses that are required and can be used as an opportunity to provide feedback.
- h. E. Nagy-Shadman suggested including a general statement indicating whether a course is being offered during the semester or intercession.
- i. The committee discussed intercession courses and students' ability to take courses offered during intercession due to economic differences.
- j. The committee discussed a program oriented process rather than course oriented process.

IV. ANNOUNCEMENTS

- M. Altounji announced the Career Communities Social Justice Conference is taking place September 15-September 17.
- C. Kollross announced the Fall 2020 Planning Retreat on Friday, September 18th.
- C. Kollross announced that review assignments would be communicated within the next few weeks, and the IEC reviewer accounts will be set up.
- D. Yamaguchi suggested allotting times for teams to work together. C. Kollross indicated that Zoom breakout rooms would be used.

V. ADJOURNMENT – 2:58 PM.

