



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 25, 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, Rudy Aguilar, Myriam Altounji, Melissa Anderson, Crista Casillas, David Colley, Beverley Dunbar, Armando Duran, Carolina Espinoza, Jennifer Fiebig, Stephanie Fleming, Martha House, Josh Hughey, Crystal Kollross, Kevin McKenna, Joyce Miyabe, 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 2:03 PM.

I. Review and approval of meeting notes from September 11, 2020

- Motion to approve: D. Colley. Second: R. Williams. Approved.

II. INFORMATION ITEMS

1. Let's Review the Review

a. D. Colley reviewed the program review in TaskStream with the committee.

- i. There are six different parts to a review, submitted separately: Introduction, Mission Statement, Program Outcomes, Curriculum Map, Components Outcomes, and Measures and Review Findings and Recommendations.
- ii. Team members will review and evaluate. The team leader, or reconciler, will take the information and condense it into a summary presented to the IEC.
- iii. Committee members will log in with their reviewer account.
- iv. The "items requiring review" tab indicates that the committee is currently working on the AA degree comprehensive program review.
- v. Pop-ups need to be disabled in TaskStream for the website to work properly.
- vi. The rubric will be used to review content on one side of the screen, and the scoring apparatus will be on the right side of the screen. This information will be used to provide information in the final score section.

- b. C. Kollross indicated that it is helpful for the reviewers to provide comments. This is useful for the reconciliation and the presentations to the committee.
 - c. J. Fiebig discussed the program's mission statement and alignment with the College's mission statement. D. Colley suggested using the criteria provided and soliciting the team's feedback when done with the reviews.
 - d. C. Kollross indicated that teams would discuss the rubrics during the break out sessions.
 - e. D. Yamaguchi discussed passages from the mission statement and the EMP while completing the review.
 - f. S. Valentine indicated that this is qualitative, and the feedback is used to support the authors and look for trends to make broad recommendations and inform the IEC. There are three reviewers, a reconciler, committee review, and review by the co-chairs to provide a letter to the authors.
- 2. Team Assignments
 - a. S. Valentine reviewed the team assignments that were sent to the team leaders. She also provided the login information via a private message in the Zoom chat.
- 3. TaskStream Login
 - a. D. Colley demonstrated how to log into TaskStream as a reviewer.
 - b. C. Casillas asked about the reviews in the queue. D. Colley indicated that team leaders would notify their team members of their assignment.
 - c. C. Afuso discussed sections that may not be visible. D. Colley indicated that this could be due to the program review not being complete and to notify him to unblock the section.
 - d. C. Kollross indicated that the curriculum maps would be available for the instructional programs.
 - e. D. Colley explained that program outcomes would be reviewed, starting with the ADT cycle.
- 4. Review Timeline
 - a. C. Kollross explained that there would be a transition to Microsoft Teams and One Drive for communication between team leaders and their teams. Committee members will be receiving an invitation to join.
 - b. C. Kollross indicated that the French and Linguistics program review presentations would take place on October 9th. Team leaders will be communicating with their teams to complete the reconciliations.

III. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION

- 1. Chinese Program Review Presentation
 - a. S. Valentine reviewed the Chinese AA Degree and comments.
 - i. Discussed articulation partnerships, professional development, collaboration among faculty when doing the review.
 - ii. S. Valentine reviewed the Introduction, Mission Statement, Program Outcomes, Curriculum Map, Components Outcomes and Measures and Review Findings and Recommendations for the Chinese AA.
 - 1. The reviewers recommended including the data of transfer students that completed the foreign language requirement.

2. Course and sequence met student needs.
 3. Lower enrollment and success rates for three demographic groups: For African American students, success was 59% compared to 62% college average. For Hispanic students, success was 48% compared to 66% college average, and for White students, 68% compared to 78% college average. Asian, Pacific Islander, and Native American students exceeded these averages.
 4. Findings include overall success with an 80% five-year average and 87% for retention.
 5. There is extensive recruitment, but low enrollment.
 6. Strengths and best practices included collaboration among faculty, partnerships with professional organizations, and professional development, including hosting conferences and workshops at PCC. Also, responsive to student needs – student surveys guided curriculum changes.
 7. Recommendations include equity training for faculty to help underserved students, research and targeted outreach, ways to recruit for diverse demographic groups, creating more internship opportunities, including occupational skills certificates.
 8. D. Colley discussed the focus on the department rather than the AA.
- iii. C. Kollross explained that once the committee approves the reconciliation, she and Sonya will review the reconciliation summary and compose a letter to the authors with recommendations from the review.
 - iv. Motion made by D. Colley to approve Chinese Reconciliation. Seconded by T. Thongthiraj. No further discussion requested; no opposition; no abstentions. Motion approved.

IV. Share Out Points

- There was a presentation on the Chinese program review. The committee approved it and moved it forward to the final phase, writing a letter to the authors.

V. ANNOUNCEMENTS

- C. Kollross indicated that team leaders would be in communication with their teams this week.
- M. House announced that she would be supporting faculty and distributing lab kits in Science Village.
- D. Yamaguchi announced the COVID-19 testing on Saturday.
- M. Altounji announced the Data Symposium with the Abriendo Caminos group and the Office of Institutional Effectiveness. She will send the save-the-date. This is a conversation about data.
- L. Panaligan announced an event hosted by Associated Students about suicide prevention on Thursday, October 1st.



- C. Afuso announced a month of activities around building solidarity, and this information can be found on the MyASPCC Instagram page.
- C. Kollross asked faculty to encourage students to join clubs and thanked C. Afuso for the club advisor training.

VI. ADJOURNMENT- 3:03 PM

TEAM TIME- Break-Out rooms- the committee did not review this item.