



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, October 9, 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, Melissa Anderson, Crista Casillas, David Colley, Beverley Dunbar, Armando Duran, Carolina Espinoza, Jennifer Fiebig, Stephanie Fleming, Martha House, Josh Hughey, Julie Kiotas, Barbara Kissel, Crystal Kollross, 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

S. Valentine called the meeting to order at 1:03 PM.

S. Valentine welcomed the committee. Committee members introduced themselves.

I. Review and approval of meeting notes from October 9, 2020

- Motion to approve: J. Miyabe. Second: T. Stoddard. Approved.

II. INFORMATION ITEMS

1. Timeline

- a. D. Colley reviewed the local degrees to be completed timeline.
 - i. Engineering and Natural Sciences will be completed on October 23rd.
 - ii. Literature and Russian will be presented on November 6th
 - iii. Spanish and Italian will be presented on November 20th
 - iv. Nutrition Science and KNS will be presented on December 4th.
- b. D. Colley indicated that his team, team four, has been using Microsoft Teams to collaborate and encourages the committee to use Microsoft Teams.
- c. D. Colley shared the progress of completing the components of the program review for the local AA's that have been submitted.
- d. The first cycle of ADT program reviews is being worked on this fall. Once these are submitted, the IEC will shift from working on the local AA degrees to reviewing the ADT program reviews. The acronym, ADT, stands for Associate Degree for Transfer. The distinction is that local AA's were degrees developed by on-campus constituents, where ADT have to meet certain statewide criteria.

2. Where we are on each AA Degree

- a. S. Valentine reviewed the team assignments and how many reviewers are needed for each. B. Kissel is on team two, and J. Fiebig is on team four.

III. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION

1. French

- a. D. Colley reviewed the French AA Degree and comments.
 - i. D. Colley discussed the two outcomes. Reviewers discussed expanding to levels of proficiency.
 - ii. French enrollment has gone up. The college-wide average rate of completion is higher.
 - iii. A low number of degrees is conferred. The goal is to add one degree per year.
 - iv. All three levels, introduced, practiced, and reinforced, are covered throughout the coursework.
 - v. Findings and recommendations included grassroots efforts to promote student engagement, “bite-sized” lessons, and increasing and using Open Educational Resources and looking at French for Spanish speakers. Recommendations include increased faculty and photocopying.
 - vi. D. Colley suggested adding the recommendations to increase the use of OER and to develop a two year projected class schedule to help students in the guided pathway to the Broad Recommendations to the College.
 - vii. D. Colley indicated the review is written from a department point of view rather than a local AA perspective, and this will continue to be a challenge, and training will continue to be provided. The review discusses certificates of completion, the French major, French classes, and the French Department.
 - viii. C. Kollross asked about completion of the AA Degree. D. Colley indicated that this was discussed in the Outcome, where certificates of completion were also discussed. C. Kollross indicated this could be a training issue.
 - ix. D. Yamaguchi asked about the budget section of the review. S. Fleming indicated this is discussed in Dean's meetings when discussing the budget.
 - x. M. Anderson suggested helping faculty think about specific learning outcomes and working with the curriculum to develop their program outcomes and help them think about them more broadly.
 - xi. D. Colley indicated that starting with the ADT, program reviewers will be able to write measures and produce findings on their program-level outcomes.
 - xii. Motion made by T.Thongthiraj to approve French Reconciliation. Seconded by D. Yamaguchi. No further discussion requested; no opposition; no abstentions. Motion approved.

2. Linguistics

- a. R. Williams reviewed the Linguistics AA Degree and Requirements.
 - i. The AA degree leads to employment in various fields.

- ii. There are concerns about the robustness of the evaluation. Success, retention, and enrollment data was briefly cited. Additional data would have been helpful to assist the reviewers in reviewing the program outcomes.
- iii. The mission speaks to equity; the program seems to be focused on providing customized student support.
- iv. The program map mentions two courses (Linguistics 10 and Linguistics 11); there are eight courses in the sequence, and all should be included in the program map.
- v. Component measures spoke to retention and success; numbers that led to the percentages were not included.
- vi. The program is growing, with 439 students in 2017-2018. Faculty is part of the ESL and foreign languages as well.
- vii. Program needs cited were need for a full-time faculty member for the administrative tasks to grow the program, increased photocopy budget, paid tutors, professional development opportunities centered on Linguistics. This will increase completion rates.
- viii. The department reviews the courses that students are enrolled in, the number of completions, and designs the following semester based on student course needs. R. Williams suggested predictive course scheduling as a Broad College Recommendation.
- ix. Accomplishments include utilizing predictive course scheduling and that Linguistics 10, 11, and 12 are cross-listed to fulfill Social Sciences and the Humanities requirement.
- x. There are questions about recruitment efforts and introducing the program in the classroom, SLO data, and how often course outlines are updated.
- xi. Suggestions include creating a comprehensive map that includes the recommended sequence of courses, and if offering Linguistics 010 would increase interest in the program.
- xii. The committee discussed photocopying and the use of Canvas.
- xiii. S. Fleming discussed the division chair model.
- xiv. S. Fleming suggested providing the Tutoring Budget Request sent out by Dean Ocegueda. She asked about the rationale for the pre-req.
 - 1. R. Williams indicated the only prereq is that students are English 1A eligible. Linguistics 010 prepares students for other courses; a decision has not been made regarding making this a pre-requisite.
- xv. The committee discussed the bar graphs, and the success rate percentage increases.
- xvi. T. Thongthiraj discussed courses that are no longer offered. R. Williams modified the document to reflect this.
- xvii. J. Kiotas reviewed the data and indicated there had been increases in success rates for Latinx students.

- xviii. R. Williams noted that the team verified the percentages as increases in success rates and added the recommendation to contact M. Altounji to create a comprehensive program map.
- xix. Motion made by A. Duran to approve Linguistics Reconciliation. Seconded by C. Espinoza. No further discussion requested; no opposition; no abstentions. Motion approved.

3. 2020-2021 Goals

- a. C. Kollross discussed the IEC goals for 2020-2021. The goals include reviewing the timelines, the review process and a continuous cycle of improvement, 100% compliance with outstanding AA and program review certificates that are outstanding by June 30, 2021, the review of the report-out form, and how to better incorporate learning assessment outcomes in the program review process.
- b. C. Kollross reviewed the IEC goals from 2019-2020, which includes the non-credit program review template. D. Colley indicated that he would be discussing this with the Dean of the Non-Credit Division on Monday.
- c. D. Yamaguchi discussed the handbook for the reviewers. D. Yamaguchi asked if a comprehensive example can be provided. D. Colley indicated yes and will make this available.
- d. S. Fleming asked if D. Colley has attended the new faculty seminar to discuss program review. She indicated that J. Robinson was developing a year two seminar and asked if this could be included. D. Colley indicated yes.
- e. The committee discussed time for faculty to complete the program reviews and the department chair model and FLEX Days to work on this. The committee discussed this as a Broad Recommendation.

IV. OLD ITEMS

- 1. Broad Recommendations from 2019-2020
 - a. S. Valentine discussed sharing the Broad Recommendations from 2019-2020 on Microsoft Teams for review by committee members.
 - b. D. Colley indicated that he would compile a list of the Broad Recommendations from the program review summaries.

V. Share Out Points- the committee did not discuss this item.

VI. ANNOUNCEMENTS

- a. A. Duran complimented the OIE team on their presentations at the Data Symposium.

VII. ADJOURNMENT- 2:59 PM

TEAM TIME- Break-Out rooms