



**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 23, 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, Rudy Aguilar, Melissa Anderson, Crista Casillas, David Colley, 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, Ma Louise Panaligan, Terry Stoddard, Jude Socrates, Tooktook Thongthiraj, Sonya Valentine, Leticia Velez, Rhonda Williams, Daisuke Yamaguchi

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

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

- Minutes approved by consensus as submitted. Committee member that did not participate in the October 9<sup>th</sup> meeting abstained from review and approval.

**II. INFORMATION ITEMS-none**

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

**1. Natural Sciences Reconciliation**

- a. C. Kollross reviewed the Natural Sciences AA degree. The review was well-written. The authors selected targets and measures in the analysis that helped the reader understand the program. The course work required to complete the degree is broad, and coursework outside of the division can also be completed for the degree requirements.
- b. The mission should be aligned with the college mission.
- c. Program outcomes are broader because the course work required is broad.
- d. C. Kollross discussed providing authors with additional space in the review to discuss their program and outcomes and how they see those being achieved.
- e. The review described coursework and disciplines that were cross-sectioned between STEM majors and non-STEM majors.
- f. The review included detailed and well-reasoned collection analysis and conclusions drawn from student performance data.

- g. The review compared success and retention for DE vs. face-to-face courses. The authors acknowledged opportunity gaps and addressing those gaps to improve student completion.
  - h. There are set measures and targets for course offerings based on demand to ensure most students have contact with full-time faculty.
  - i. Findings and recommendations include:
    - i. Improving classroom pedagogy and environment.
    - ii. Continuing professional development and faculty engagement.
    - iii. Increasing AA completers and reviewing the ADT completers in the future.
    - iv. Targeting DE version for Geography 1.
    - v. Use of supplemental instruction.
  - j. Program strengths include:
    - i. Success and retention rates are improving and remaining stable.
    - ii. Evidence that authors have a sincere interest in program improvement and student success.
  - k. Broad recommendations from the perspective of the IEC reviewer include:
    - i. Address classroom environment and pedagogy
    - ii. Professional development of faculty to become practitioners of equity-minded pedagogical strategies
    - iii. Faculty involvement in outreach activities and support of student clubs.
    - iv. All courses should align with CID descriptors and unit limitations to ensure ease of transferability.
  - l. Best practices and innovations include: outreach to Tech Savvy and Noche de Sciences and comparing enrollments to improve end of term fill rates, so students can complete their courses and move on to their next goal.
  - m. C. Kollross indicated that the review was thorough and will be used as a model for AA degree completions.
  - n. Natural Sciences Reconciliation approved by consensus. No further discussion requested; no opposition; no abstentions.
2. Engineering Reconciliation
- a. R. Williams reviewed the Engineering and Technology AA degree. The report was thorough and complete.
  - b. There are three program outcomes, two of which speak to students gaining the content knowledge and expertise to lead to degree attainment and transfer. The team was curious about whether entry-level careers could be pursued after attaining the degree.
  - c. Overall success targets are impressive, 81% for Engineering, and 73% for Technology.
  - d. Four hundred sixty-three total students are attending the program; nine students are African-American. The authors are focused on increasing these numbers and improving equity.
  - e. The program is aligned with the Educational Master Plan.
  - f. Enrollment has increased over the last five years. The program is in need of full time and adjunct faculty members.

- g. R. Williams discussed student support and counseling.
- h. R. Williams reviewed the curriculum map.
- i. Findings and recommendations include:
  - i. There are enrollment increases, but success rates are flat.
  - ii. Providing more tutoring and flexible course offering schedules would increase success rates.
  - iii. There are efforts to equitize and increase diversity.
  - iv. Suggestion to consider dual enrollment course to garner interest in the program.
  - v. Faculty, counselors, and students are using program maps. Students can complete the program in two years.
- j. Questions include:
  - i. What is being done that has led to a five-year increase?
  - ii. What efforts are being made to achieve parity in student success rates?
  - iii. What type of collaborations with local high schools has been forged?
  - iv. What student support services have been created?
- k. R. Williams thanked the authors for a comprehensive program review and team three for the review.
- l. Engineering Reconciliation approved by consensus. No further discussion requested; no opposition; no abstentions.

### 3. 2020-2021 Goals

- a. C. Kollross reviewed the goals:
  - i. Complete and Implement the Non-Credit Comprehensive Review Template
  - ii. Complete the AA review cycle
  - iii. Review and Evaluate IEC comprehensive Program Review Process
    - Rubrics
    - Review
    - Reconciliation
- b. The committee discussed adding templates to the list under goal number three.
- c. The committee discussed incorporating program mapper into the review process as a goal.
- d. 2020-2021 goals approved as amended by consensus. No further discussion requested; no opposition; no abstentions.

## IV. OLD ITEMS

### 1. Broad Recommendations

- a. D. Colley reviewed the list of the Broad Recommendations from the program review summaries.
- b. D. Colley discussed condensing the list and including a broad recommendation about OER and providing educational resources.
- c. The committee discussed:
  - i. Program maps and enrollment management.

- ii. Cohorts and ensuring new students that enter the program in the spring can enroll.
  - iii. Expanding on OER and equitizing education by committing to zero-textbook costs.
  - iv. Faculty being fully trained to teach online and requiring the ability to use the LMS, Canvas, effectively in every course section as part of the tenure process.
  - v. DE certification and providing resources for accessibility of all materials that are posted online.
  - vi. Accessibility and the technology master plan.
2. C. Kollross indicated that the goals would be written based on this information by the IEC Leadership. The goals will be brought back to the committee at the next meeting.

#### **V. Share Out Points**

1. Two successful reconciliations, comprehensive program review for Natural Sciences and Engineering.
2. The IEC is considering the following Broad Recommendations: OER, Zero Degrees, fully trained faculty to teach online and Canvas LMS training, need for resources, and support for faculty for accessibility of online materials.

#### **VI. ANNOUNCEMENTS**

1. D. Colley announced that he's transferred the IEC Leadership documents to Microsoft Teams. C. Kollross indicated this would allow for the removal and addition of IEC Leadership members as necessary.
2. S. Valentine reminded the committee of upcoming program reviews scheduled to be presented on 11/6. Literature will be presented by Team 4 and Russian by Team 5.

#### **VII. ADJOURNMENT- 2:17 PM**

#### **TEAM TIME- Break-Out rooms**