



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, November 6, 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, Crista Casillas, David Colley, Beverley Dunbar, Armando Duran, Carolina Espinoza, Jennifer Fiebig, Stephanie Fleming, Martha House, Josh Hughey, Kevin McKenna, Julie Kiotas, Crystal Kollross, Joyce Miyabe, 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 1:05 PM.

I. Review and approval of meeting notes from October 23, 2020

- Minutes approved by consensus as submitted. Committee members that did not participate in the October 23rd meeting abstain from review and approval.

II. INFORMATION ITEMS

1. Update on Noncredit Program Review Template
 - a. D. Colley indicated that in the spring, the IEC reviewed the template of outcomes used for the regular instructional program reviews. It has been modified to serve the noncredit programs. He worked with the noncredit team to finalize the program review structure for the noncredit program reviews.
2. Broad Recommendations
 - a. S. Valentine indicated that the recommendations for all the programs would be combined.

III. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION

1. Russian Reconciliation
 - a. J. Socrates thanked team five for their work.
 - b. J. Socrates reviewed the Russian Reconciliation.
 - i. Recommendations include:
 - i. Making the program outcomes more specific.
 - ii. Including more data sets to show trends over the past five years.

- iii. Providing more detail in each of the measures.
 - iv. Success rates are lower for Russian I compared to other Russian courses.
 - v. Tracking populations to see who is making progress in the sequence.
 - c. Findings include:
 - i. Student progress and tutor processing is a concern.
 - ii. Authors are requesting that courses remain despite low enrollment for student completion.
 - d. Findings for Broad Recommendations include:
 - i. Foreign languages comparing the same set of outcomes and comparing how the individual programs are doing.
 - ii. Improving the tutoring hiring process
 - iii. Hiring at least one full-time Russian Instructor.
 - e. Accomplishments include:
 - i. A partnership with CSUN's residential program.
 - ii. Students who complete the program continue to study Russian at four-year colleges.
 - iii. PCC has the largest Russian program in the Community College system.
 - f. J. Socrates thanked the author, an adjunct professor, for her time and effort.
 - g. The committee discussed:
 - i. Student enrollment, FTES, and attrition in Russian courses.
 - ii. The committee discussed questions for the author, including how is recruitment and retention being addressed?
 - iii. Making students aware of the fields where Russian is relevant.
 - iv. Institutionalizing the connection with CSUN.
 - v. Partnerships with other programs on campus, such as Business Administration.
 - vi. The suggestion to reach out to Dr. Ocegueda to go through the resource request for tutors.
 - vii. Motion made by D. Colley to approve Russian Reconciliation. Seconded by A. Duran. No further discussion requested; no opposition; no abstentions. Motion approved.
- 2. Literature Reconciliation
 - a. S. Fleming indicated the reconciliation was self-reflective and thorough.
 - b. The program outcomes tie to the College's mission. An update might be needed with the new mission.
 - c. Recommendations include:
 - i. Amending outcome three.
 - ii. Focusing on the specific degree path.
 - iii. Aligning with external agencies to discuss the transfer path.
 - iv. Discussing employment prospects.
 - v. Examining recruitment efforts to reflect College demographics.
 - vi. Addressing program completion.

- vii. Specific professional development opportunities related to equity issues to support some of their goals.
- d. Findings and recommendations are self-reflective.
- e. There is a need for blackout curtains for the film as literature course that is offered.
- f. Strengths include the depth of analysis, the focus on equity, assessment of outcomes, and use of culturally responsive content and pedagogies.
- g. Findings for Broad Recommendations include:
 - i. Training and support for focusing on the degree and certificate paths and not the department.
 - ii. Examining the relationship between the local AAs and the ADTs.
 - iii. Continue to support OER.
- h. Funding is requested for independent films for more culturally responsive course content.
- i. S. Fleming reviewed questions regarding:
 - i. Reducing unit requirements for specific programs.
 - ii. Consideration for recruiting students to reflect College demographics.
 - iii. Course sequences and skill-building in developing program maps and the status of the 17 courses to be reviewed by C & I.
- j. The committee discussed offsetting the cost of independent films by making them available to a broader audience.
- k. The committee discussed the Annual Update and the program review process for requesting funding.
- l. The committee discussed presenting the reconciliations.
- m. D. Colley asked the committee to email him if they would like to request the PDF version of their reconciliation.
- n. Motion made by T. Thongthiraj to approve Literature Reconciliation. Seconded by L. Velez. No further discussion requested; no opposition; no abstentions. Motion approved.

IV. OLD ITEMS

- 1. Goals - Comprehensive Review Template – Subcommittee
 - a. S. Valentine indicated that D. Colley will head the subcommittee to work on the comprehensive review template and will bring it back to the committee.
 - b. D. Colley discussed evaluating programs at the highest level using the Taskstream structure and institution-wide outcomes and asked the committee for volunteers.
 - c. C. Kollross indicated this is an opportunity to work on integrating program mapper.
 - d. S. Fleming, C. Casillas, T, Thingthiraj, M. Altounji volunteered to be on the subcommittee.

V. Share Out Points

- 1. The Noncredit Program Review Template has been finalized and will be implemented next semester.
- 2. Broad Recommendations are being moved to the end of the year so they can be appropriately incorporated into the next Annual Update cycle.



3. Two reconciliations, Russian and Literature, were approved for comprehensive program review.

VI. ANNOUNCEMENTS

- a. S. Valentine announced that Team 1 would be presenting the Italian Reconciliation, and Team 2 will be presenting the Spanish Reconciliation next week.
- b. C. Afuso encouraged the committee to view the streaming of Black Panther for Associated Students Spirit Week by logging in with their PCC credentials.
- c. S. Valentine announced that Team 1 would present Health and Nutrition and Kinesiology at the last IEC meeting on December 4th.
- d. J. Miyabe encouraged faculty to attend the Technology Master Plan Town Hall on Monday.

VII. ADJOURNMENT- 2:11 PM

TEAM TIME- Break-Out rooms