



PASADENA CITY COLLEGE MEETING AGENDA and NOTES

Title of Meeting / Committee Name: IEC General Meeting
Friday March 23, 2018 1:00-3:00pm Room: W101

Co-Chair:
Crystal Kollross

Name of Person Taking Notes:
Lucky Springfield

Co-Chair:
Sonya Valentine

MEETING NOTES

In Attendance: Sonya Valentine, Carlos Altamirano, Dice Yamaguchi, David Colley, Gloria Wong, Isela Ocegueda, Jude Socrates, Kimberly Shediak, Krista Goguen, Melissa Anderson, Michaela Mares, Myriam Altounji, Rhonda Williams, Stephanie Fleming, Sheri Stoddard, Xiu-ahi Wu, Axel Cortes

Sonya Valentine called the meeting to order at 1:18 PM.

- I. Public Comment on Non-Agenda Items
 - None.
- II. Introductions
 - Committee introduced themselves and shared what departments they serve.
- III. Review and approval of meeting notes from December 8, 2017.
 - Motion to approve: C. Altamirano. Second: D. Yamaguchi. Approved.
- IV. INFORMATION ITEMS
 - a. Meeting schedule and upcoming Training
 - Presented the 2018 spring meeting schedule.
 - A program review training is planned for April 27th.
 - Programs that have certificates are doing their program review.
 - Everyone is welcome but not all required to come.
 - b. Program Review 4 Year Cycle – Certificates – D. Colley
 - D. Colley did a brief overview of what a program review looks like now on Task Stream.
 - c. Membership
 - No discussion.
 - d. Team Assignments
 - Reviewed five teams, team leaders and their assignments.
- V. DISCUSSION AND POSSIBLE ACTION
 - a. Assessment Services Unit Review
 - Presented by Krista Goguen.
 - This review was completed about three years ago.

- Discussed the overall review, it was done well.
 - Recommended Assessment Services write a more comprehensive mission.
 - Recommendation to focus the program outcomes to be based more on the effectiveness of the services, rather than the feelings of the students.
- b. Financial Aid Unit Review
- Presented by Isela Ocegueda.
 - Comments prepared by Yajaira De La Paz.
 - Recommendation to address the need of the college for student success and to bridge the gap in education.
 - Recommended to expand on evidence and survey more students to address key points that have been challenges.
 - Recommends a space on the survey for students to address other concerns and experiences.
 - Recommend more technology for student communications for more awareness and responses.
 - Recommend more financial aid workshops throughout the year.
- c. Veterans Affairs Center (VRC) Unit Review
- Presented by Carlos Altamirano.
 - This review was submitted about 3-5 years ago.
 - Discussed the VRC mission statement, assessments, introduction, org. chart changes, budget, website update, workshops, and external services coming to assist the VRC.
 - Recommend an updated website to make the process of referrals easier and to get better support.
 - Recommending the need to have an official within the VRC so the veterans are served in a timely matter.
 - Recommendation to increase psychological staff and their availability.
- d. Admissions & Records Unit Review
- Presented by Myriam Altounji.
 - Discussed how many changes have occurred from the submission of this review.
 - Recommendation for a computer refresh cycle of 3 years.
 - Recommend utilization of space needs to be addressed.
 - Recommendation of an evaluation of the current needs for the department to help determine the current funding and staffing needs.
- e. TRIO Unit Review
- Presented by Myriam Altounji.
 - This review is old and many things have changed.
 - Discussed that TRIO is grant funded, their review was comprehensive, total of seven SLOs, several programs within the TRIO umbrella, space location, and outcome of numbers.
 - Recommendation for better data access and support to help resources in this area.

- Recommendation for a centralization of the TRIO programs for better communication and collaboration.
- Recommend to have a clearer alignment with the outcomes listed.

f. Career Center Unit Review

- Presented by Sonya Valentine.
- The only submission of this review was the org. chart.
- Discussed the student outcome was incomplete, no funding information and no determination.
- Suggestion to basically include areas and to see IEC for support to complete review.

- Motion to move these six reviews (a - f) back to the authors: D. Colley. Second: K. Goguen. Approved.

VI. ANNOUNCEMENTS

- C. Altamirano reminded everyone that today is the last day to purchase tickets for ALE Dodgers Night, April 10, 2018.

VII. ADJOURNMENT at 2:25 PM.

- Motion to adjourn: M. Altounji. Second: C. Altamirano. Approved.