



## PASADENA CITY COLLEGE MEETING AGENDA and NOTES

**Title of Meeting / Committee Name:** IEC General Meeting  
**Friday June 1, 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, Armando Duran, Carlos Altamirano, Daisuke Yamaguchi, David Colley, Gloria Wong, Jason Robinson, Jude Socrates, Krista Goguen, Melissa Anderson, Stephanie Fleming, Terry Stoddard, Sheri Stoddard, Xiu-Zhi Wu

**Sonya Valentine called the meeting to order at 1:16 PM.**

**I. Public Comment on Non-Agenda Items - None**

**II. Review and approval of meeting notes from May 11, 2018.**

- Motion to approve: C. Altamirano. Second: T. Stoddard. Comment: K. Goguen requested to emphasize more on the recommendations and discussions in the meeting notes. Abstention: M. Anderson. Approved.

### III. INFORMATION ITEMS

#### a. Over the Summer

- S. Valentine shared that over the summer there are no committee meetings.
- C. Kollross and S. Valentine will be sending out letters to the authors on all the reviews the committee has processed. They will be highlighting the main points and attaching the summaries.

### IV. DISCUSSION AND POSSIBLE ACTION

#### a. ITS Summary

- D. Colley presented the Information Technology Services summary.
- This review was created in 2014.
- Some key review points were unit outcomes, components, measures, findings, recommendations, org. chart, upgrading classroom technology, funding, and questions for the authors.
- Committee discussed the data to support the findings, the employee turnover, doing a technology survey, inventory of software, and the areas that were in review.
- Recommendations to do some measurements, help desk should be added, use of org. chart, finish the process, and ask for assistance.
  - Motion to approve: K. Goguen. Second: C. Altamirano. Approved.

**b. Facilities and Construction Summary**

- Not presented.

**c. Broad Recommendations**

- S. Valentine presented a draft of the IEC Broad Recommendations for 2017-2018.
- Committee discussed, made edits, and finalized the Broad Recommendations to be presented at the next College Council meeting.
  - Motion to approve: S. Stoddard. Second: A. Duran. Approved.

**d. Outline Annual Summary to College Council**

- S. Valentine went over some of the items the committee has completed this past year to be submitted in an annual summary to the College Council.
- Examples of work completed: 14 program reviews, 12 student services unit reviews, revised and approved AP3251, program/unit review trainings, and the broad recommendations.

**V. ANNOUNCEMENTS**

- D. Yamaguchi shared that the Associated Students is running a speaker event next Thursday, June 7th, 6:00-8:30 PM in the Harbeson Hall. The topic is Sustainability. D. Yamaguchi will be speaking as an instructor of product design.
- G. Wong announced that there will be a Dance Production, One-Acts Theatre Production, Piano this weekend, and Lancer Jazz Big Band tonight. Next week there is many more activities and to be sure to check the Arts calendar.
- S. Stoddard shared on behalf of T. Stoddard, the conclusion of his college spring season. He ended with the male Athlete of the Year, who completed as a State Champion, Female Athlete of the Year that competed in two events as a State Champion, top Male Scholar Athlete and the top Female Scholar Athlete. The Male Athlete of the Year also got the Conference Scholarship Award as Athlete of the Year.

**VI. ADJOURNMENT at 2:44 PM.**

- Motion to approve: C. Altamirano. Second: A. Duran. Approved.



**Title of Meeting / Committee Name:**

**Public Comment Items**

**INFORMATION ITEMS:**

**DISCUSSION AND POSSIBLE ACTION ON PREVIOUSLY DISCUSSED ITEMS:**

<b>Action</b>	<b>Responsibility</b>	<b>Date Due</b>
1.		

2.			
3.			
4.			
5.			

NEW ITEMS - DISCUSSION AND POSSIBLE ACTION:

Action	Responsibility		Date Due
1.			
2.			
3.			
4.			
5.			

ANNOUNCEMENTS AND MISCELLANEOUS NOTES

**Next Time**

*Next Session (Date, Time and Location): TBD*