

ACCREDITATION OVERSIGHT COMMITTEE MINUTES

WEDNESDAY, DECEMBER 13TH 2023 | 2:00PM – 3:00PM

HyFlex: City View 10-401 & Zoom (<https://smccd.zoom.us/j/88204688932>)

MEMBERS PRESENT

Carla Grandy, Daniel Keller, David Lau, Enzo Ferreira, Fauzi Hamadeh, Monique Nakagawa, Natalie Alizaga, Olivia Viveros, Richard Storti, Stephanie Martinez

MEMBERS ABSENT

Alex Guiriba, Andrea Vizenor, Erica Reynolds, Jeanne Marie Velickovic, Joseph Martinez, Julie Gardener, Kohya Lu, Kristi Ridgway, Rob Dean, Robert Gutierrez, Tarana Chapple, Todd Windisch, Yoseph Demissie

2:00-2:10

Call to Order, Agenda Approval, Minutes Approval | Monique

- Called to order at 2:02pm

2:10-2:20

ALO Update

- District-wide ALOs met with Ginny May and scheduled ISER workshop with Colleges. The ISER workshops will be 2.5-3 hours long and specific to each College. They will consist of the staff liaison walking us through questions to think about what we would need to put the ISER together. We are looking at the week of March 11-12 or March 14th. Cañada College is scheduling their workshop for March 12th in the afternoon, so preferable to schedule for 12th in the morning or Thursday the 14th. Decided on the morning of March 12th.

2:20-2:25

Old Business

- Planning Manual Update | Fauzi & Jeramy
 - Taskforce met about a month ago. Todd Windisch, Chris Walker, and Monique Nakagawa met to look at committee structure and note aspects that needed to be updated.
 - Need to decide if Planning Manual and Compendium of Committees are separate or the same document. Having a joined document is difficult because one needs to be updated on a semester-by-semester basis.
 - Q: Does it need IPC oversight to make separate documents, or an administrative decision? A: Could make separate documents.
 - Q: Who is responsible for maintenance of documents (such as committee rosters, websites, etc.)? A: Faculty planning coordinator was initially leading that work. May be IPC purview. If workgroup is willing to come up with a draft, may be the way to proceed. Richard: Could bring to IPC for options and recommendations.
 - Todd, Chris, and Monique plan to meet again in January and can bring to IPC. The Committee requested that PRIE follow up with committee chairs to keep rosters updated.

2:23-3:00

New Business

- ISER Team Organization/Structure
 - See <https://tinyurl.com/2b6fuwhu> for examples.
 - Three options: Standard mapped to a shared governance committee; mapped to a standard; mapped to substandards.

- Monique gave an overview of the different ways that other colleges have organized and structured their ISER Teams.
- We agreed to organize around the standards, with one team per standard, for a total of four teams.
- Fauzi noted that Board Policy 2.05.5(g) required a faculty lead. He added that in the past we had a committee of 3-4, including the ALO, the faculty lead, and a VP, who guided the ISER process. The faculty lead received reassigned time through the President's Office.
- Fauzi: Folks could put together responses, ask them to put in bulletpoints to have a singular voice and weave everything together at the end.
- We agreed on tri-chairs (administrator, faculty, classified) for the standards teams.
 - Team members will be representative from all constituencies. As we've done in the past, members will consist of volunteers and voluntolds.
 - Carla will ask Robin about compensation, but likely from President's Office.

ADJOURNMENT Meeting adjourned at 2:57pm.

UPCOMING MEETINGS February 14, 2024; March 13, 2024; April 3, 2024; May 8, 2024.

REFERENCE DOCUMENTS **ACCJC Accreditation Handbook**
<https://accjc.org/wp-content/uploads/Accreditation-Handbook.pdf>

Accreditation Oversight Committee
<https://collegeofsanmateo.edu/accredinfo/>

ACCJC Webinars
<https://accjc.org/webinar/>

The Accreditation Oversight Committee Meeting was adjourned at 2:57pm by Monique Nakagawa. Minutes taken by Natalie Alizaga.