



ACCREDITATION OVERSIGHT COMMITTEE

Tuesday, October 4, 2011

1:00 – 2:00 p.m.

Building 6, Room 112

MEETING MINUTES

Members Present: Roberta Chock, Rachel Corrales, Patty Dilko, Bob Haick, Doug Hirzel, Robert Hood, David Johnson, Jim Keller, Cathy Lipe, Michelle Morton, Sarah Perkins, Anniqua Rana, Rita Sabbadini, Nathan Staples, Greg Stoup, Janet Stringer

Members Absent: Alicia Aguirre, Mike Garcia, Linda Hayes, Kim Lopez, Vicky Nunes, Martin Partlan, Robin Richards, Paul Roscelli

1. Business

a. Introductions

- i. Co-chairs for each of the standard subcommittees were introduced and welcomed to our first Oversight Committee meeting.

b. Orientation

- i. The Oversight Manual binder was distributed to each of the standard co-chairs. Members were encouraged to focus on the “Guide to Evaluating Institutions” and to peruse the links to exemplar Self Evaluation Reports from peer Community College institutions.
- ii. Greg reviewed the timeline for the first draft of the Self Evaluation Report. We aim to complete the first draft by April of 2012.
- iii. It was reported that the following members participated in a training workshop offered by ACCJC at Skyline College Friday, September 30, 2011: Doug Hirzel, Linda Hayes, Robert Hood, Vicky Nunes, Rita Sabbadini, Nathan Staples, Greg Stoup

c. Action Items

- i. Co-chairs were urged to review the tentative composition of subcommittee members and then submit to Greg and Doug any

proposed substitutions, additions, deletions. Co-chairs should strive to (a) ensure adequate representation, (b) consider including perspective from new faculty/staff members, (c) ensure that membership includes those with relevant experience. Whenever possible, we will attempt to limit any one individual from serving on more than two subcommittees. The finalized lists will be submitted to Academic Senate Governing Council for review and approval.

- ii. Standard subcommittees should meet within the next four weeks or so and divide up the research tasks. The subcommittees should begin to identify all necessary evidence. Please be as specific as possible when identifying meeting minutes as evidence; include date and location (page or paragraph number, etc.) within the minutes.

2. Adjournment

- a. Meeting adjourned at 1:34 p.m.