

Accreditation Steering Committee
Meeting Notes
May 7, 2013

The meeting was called to order at 2:05pm with the following individuals present:

Aguirre, Alicia	Hood, Robert	Rana, Anniqua
Buckley, Lawrence	Johnson, David	Richards, Robin
Chock, Roberta	Lipe, Cathy	Roecks, Jan
Harmon, Sarah	Morton, Michelle	Stringer, Janet
Hayes, Linda	Nunes, Victoria	
Hirzel, Douglas	Partlan, Martin	

Update on Completed Tasks from March 5 meeting

At the March 5 meeting, there were a number of tasks to be completed over the spring semester. An update was provided on the status:

- **Benchmarks** – developed at the March 9 Professional Development Day.
- **Employee Voice Survey** – The new survey was completed and a report presented to the PBC on the results. Doug Hirzel will send the report out to campus.
- **Institutional Learning Outcomes and Program Learning Outcomes** – A report was prepared on the ILO survey results. Doug Hirzel will send this out to campus.
- **Strategic Plan** – The Academic Senate is reviewing the Plan on Thursday and it will go to PBC for approval at their May 15th meeting.
- **Evaluation of Processes** – All of the participatory governance groups have conducted an evaluation and the report was presented to the PBC on May 1. A final report will be adopted at the May 15 PBC meeting.

Self-Evaluation Final Schedule

The timeline for the approving the self-evaluation was reviewed. The final draft is complete and will be posted to the website. It is over 300 pages long (without the Appendices). There was a discussion about how many “hard copies” should be made available. The recommendation from the committee is:

- 1 copy for each division office
- 1 copy for the Library
- 1 copy for the Learning Center
- 1 copy for 1st floor, building 9
- Copies made on request

The following is the schedule for adoption:

- **May 15:** Complete Final Draft for PBC Approval
- **May 31:** All comments from campus due
- **June 26:** Board Regular Meeting: Distribute copies of the self evaluation reports with a brief overview and background.
- **July 10:** Study Session on the self evaluation process and the reports
- **July 24:** Board Regular Meeting for approval of the reports, which the trustees will have had a month to read and two weeks to read and study after the July 10th study session
- **August:** Send to the ACCJC and Team Members
- **October 21-24:** Site Visit

Training on Accreditation

To remind the campus of what is involved in the upcoming accreditation site visit, there are two sessions planned. They include:

- Summer – possible July for staff who cannot attend FLEX
- Fall FLEX for faculty

The content and format of the sessions were discussed. The ideas presented included:

- A “poll everywhere” cell phone voting quiz on accreditation items
- Discussion of the accreditation rubrics and what we have done to address them
- Small group discussions on “Examples of what we have done to meet the standards” – for this session, an example will be provided to let people know what might be a good example; it was recommended that we have a “reporting out” session so we can all share the good examples

Future: Role of the PBC and the Work Groups/Organizing the 2019 Self-Evaluation Process

The committee discussed what we had done these past two years on addressing accreditation and there were numerous comments on the process. These included:

- Collect Information: We need to ask the teams what could we have done differently to make the process run more smoothly?
- Orientation: A better orientation for the Standard Chairs would have been helpful; some were confused as to what they were supposed to do
- Role of Work Groups: It is good to have the PBC work groups – they can provide the on-going continuity to the process. For example, they can provide input/prepare any follow-up reports (e.g. Mid-Term Report). It would also be useful to have the work groups update the self-evaluation on an annual basis so when the next accreditation self-evaluation is upon us, the information on what we have done for the past five years is already documented. The group recommended that PBC address this. There may be a need to expand the work groups from time to time. And, we will need to look at the membership – how often do the work groups change?
- Report Writing: One of biggest areas where the teams struggled is the drafting of the various sections. If we have an “annual update” of the self-evaluation, this will make it much easier. There was also a concern that some co-chairs had little or no knowledge about their particular standard and needed an “expert” to assist in drafting the document initially (e.g. description of what we do) and then the committee can conduct the reviews and evaluation.

Next Steps

1. Develop and conduct professional development on accreditation for staff (July) and faculty (August FLEX Day)
2. Send an email to campus with the link to the final self-evaluation. Any comments are due by May 31, 2013 to Sarah Harmon. Make minimum number of hard copies for viewing.
3. Collect information from the accreditation standard teams on what worked and what we could change.
4. Discuss with PBC the comments made on the role of the work groups and the annual update of the accreditation self-evaluation.

Adjournment: The meeting was adjourned at 2:35pm.