

ACCREDITATION OVERSIGHT COMMITTEE

May 17th, 2020 | 2:05PM - 3:00PM | Zoom

MEETING MINUTES

PRESENT Jennifer Taylor-Mendoza, Kristi Ridgway, Mike Holtzclaw, Micaela Ochoa, Fauzi Hamadeh, Arielle Smith, Teresa Morris, Teeka James, Jeramy Wallace, Erica Reynolds, Andrea Morales, Hilary Goodkind

Continuous Improvement & Accreditation | Jennifer & Hilary

- CSM Reviewed and discussed the purpose
 - <https://collegeofsanmateo.edu/accredinfo/>
- Committee discussed how continuous improvement has been handled:
 - EMP Progress has been monitored regularly at IPC through both metric dashboard and EMP Implementation Dashboards reviewed regularly at IPC.
 - Participatory Governance Committees have been offering regular updates on improvement efforts at IPC.
 - Program review is our built-in improvement system. It has been updated over the last two cycles. All programs and services are now included in Program Review. Equity data was added and all program reviews assess progress towards an antiracist campus.

2022 Annual Report | Hilary & Mike

- Hilary reviewed the purpose and contents of the 2022 ACCJC Annual Report.

Planning Documentation | Hilary

- We discussed a new approach to update the Planning Manual
- Accreditation Requirements: Planning processes need to be documented. We are free to choose how we would like to document our planning processes
- The AOC decided to differentiate between people and process changes
 - People:
 - The Compendium of Committees will be replaced by list of committees in the planning manual
 - Each Committee will be responsible for updating the committee members on updated websites every semester (PRIE will explore an automated Formstack or Smartsheet system)
 - Process:
 - The Planning Manual will be a printable document that will be dated (the old one will be archived). We will include a list of acronyms for reference.
- The Planning Manual document will be posted on the IPC website as a participatory governance document.

- Revisions:
 - Jeremy Wallce and Fauzi Hamadeh will lead the revision to be complete by October 2022.
 - After this initial revision, the IPC TriChairs will be responsible for updating the Planning Manual Annually.

Composition of this Committee | Jennifer

The composition of the committee was discussed and the following highlighted edits were made:

Proposed Committee Composition:

- President's Cabinet (All 8 Members)
- Two deans (1 instructional and 1 student services)
- Institutional Effectiveness and Assessment Manager
- IPC TriChairs
- College Business Officer
- Director of SparkPoint
- Director of Learning Commons
- Project Director, MESA
- Chief/Captain of Public Safety
- Director of Facilities Planning Operations
- District ITS Representative
- 1 of the 2 Academic Senate Division representatives (Each Division would like to select a representative)
- 4 Classified Senate representatives, including the President of the Classified Senate. Include a representative from DE as well as Accessibility)
- 3 ASCSM, including the President of ACSM
- 2 Community partners
- We will discuss meeting Frequency when we convene in September.

ACCJC Timelines

Upcoming Accreditation Deadlines

- Mid Term Report: October 15, 2023
- Annual Report: Every March
- Comprehensive Team Review (Formative Assessment of the ISER) Spring Term 2026
- Focused Site Visit (Summative Assessment that is now one day) Fall 2026

Reference Documents

2019 Accreditation Documents

<https://collegeofsanmateo.edu/accreditation/>

The next meeting will take place sometime in September 2022. Minutes taken by Hilary Goodkind, later reformatted by Brittany Rubio.