ACCREDITATION STEERING COMMITTEE
CC4, 9:30 a.m. – 11:30 a.m.

Present: Michael Allen; James Armstrong; Cathy Brinkman; Pat Flood; Madelline Hernandez; Sarah Master; Mary Louise Mendoza; Leslie Milke; Darlene Montes; Monica Moreno; Zoila Rodriguez-Doucette; Dennis Schroeder; Daniel Villanueva;

Absent: Angela Echeverri; Michael Griggs; Dr. Monte Perez; Joe Ramirez; Hanh Tran; Ludi Villegas-Vidal

Guest:

1. Review of Minutes (8/7/13) – tabled

2. President’s Report - Dr. Perez provided a written report for the committee
   I wanted to give you an update on the progress of the accreditation recommendations so far. I cannot attend the ASC meeting due to an emergency meeting called by the Chancellor, but I plan to attend all future meetings no matter what.

   The action plans for the 14 recommendations are taking shape. I have submitted the latest version on the O drive today. These plans will be updated again by September 30, since Dr. Lee will have an opportunity to work on recommendations 2-7 and 9.

   Dr. Lee submitted his phase II proposal today and I have discussed it with him. He will concentrate on recommendations 2-6, develop a research/evaluation agenda with Sarah and advise on 7 and 9. I plan to work heavily on 7 and 9 and bring other resources to the table.

   Dr. Lee will also write the progress report, meet with us to prepare for the visit, and meet to discuss next steps after the visit. His contract will be October 1, 2013 to June 30, 2014.

   I plan to give the full detail of Phase II to the ASC once he submits the revisions I asked him to make. This should happen by the end of this week.

   Sarah Master, Tran Hanh, and I met last Monday to talk about revisions to the program review template. The EPC Program Review Task Force will discuss those revisions with Hanh and Sarah next week. Hanh will prepare a draft for them to review. Once EPC task force provides their advice a final version of the expanded program review template will be disseminated to the appropriate shared governance committees and reviewed by Dr. Lee. After that training will occur for academic affairs, administrative services, and student services.

   The Program Review Oversight Committee (PROC) has been called to meet no later than October 11. Also, the Senate will appoint the SLO Assessment Committee members soon.
The Collegiality Theme team will identify activities for the Fall. The AFT Faculty Guild will be meeting with an expert consultant to provide mediation training for faculty, staff, and students this fall.

The DE recommendation is being addressed expeditiously. David Jordan with the assistance of VP Allen has constituted a committee to address all the aspects of that particular recommendation.


I hope this gives you an overview of where we are. We will continue to press forward with careful planning and haste. Accreditation is a ray of sunshine like SLOs.

3. ALO’s Report
M. Allen informed the committee that he had received new publications that address all changes to the Standards and the accreditation process. The President’s Office also has a copy of these documents. Anyone wishing to see the documents may contact M. Allen. Darlene volunteered to scan these documents or can provide a link to an online version to post if necessary.

4. Accreditation Updates
   a. Classified Support -- Still no resolution on clerical support for Accreditation. Michael indicated that they are working on it with personnel; however they have encountered complications and cannot give a start date.
   b. Website update -- The ASC Co-chairs with Hanh Tran have been working on the ASC Website. M. Hernandez showed the committee the website used at West LA College and indicated we would like to incorporate a similar format to the home page. The committee agreed to the format and recommended adding a table that would visually illustrate the various levels of Accreditation results from Reaffirmation to Show Cause, so that visitors to the website have a better understanding of our “Warning” status.

5. Self-Evaluation
The committee, as a group, completed its self-evaluation. The committee agreed that two of the questions (7 and 8) be included in the campus-wide survey, as well as the following question: “Were you aware of how to participate in the accreditation process?”

6. Progress Reports
   a. AIPs/Recommendations: D. Villanueva reported that the Administrative Services plans, including HR and IT are actively in progress and almost complete. The HR plan will be completed as soon as information from completed program reviews are received. It is
important that all program reviews include accurate assessments of staffing needs. Sarah Master is assisting in developing a survey to gather more information needed for the HR plan. M. Allen indicated that individuals have been identified who are key in helping with the recommendations in the Academic Affairs area. The DE plan is complete.

Prior to the next ASC meeting, the VP’s are charged with updating the grids and posting the information, with evidence, on the “O” drive. The next Accreditation meeting will focus on the progress. All division VP’s are requested to present on the progress and evidence for EACH AIP and EACH recommendation in detail.

b. **Collegiality Theme Team:** L. Milke reported that Collegiality Theme team met with the Faculty/Staff Development Committee to coordinate activities/workshops that focus on collegiality.

c. **Research/Data Theme Team:** S. Master indicated that the Research/Data Theme team has not met since the last ASC meeting and is somewhat unsure of how they should progress or where they should be concentrating their efforts. M. Hernandez suggested they schedule a meeting to discuss this and determine if this team is still needed and identify its primary responsibilities/duties. S. Master was requested to report back to the next ASC meeting.

7. **Additional Topics**

   General discussion about the various ACCJC meetings that were occurring in the state: Sept. 20 at SD City College, Oct 4 at College of the Desert. Michael volunteered to follow up on the purpose of these meetings and who should/could attend.

8. **Upcoming Meeting**

   Fall meetings are scheduled for October 16, November 20, and December 11 (changed from the 18th), CC4, 9:30-11:30.