ACCREDITATION STEERING COMMITTEE
CAI Arroyo Room, 9:30 a.m. – 12:30 p.m.

Present: Michael Allen, Pat Flood, Madelline Hernandez, Sarah Master, Mary Lou Mendoza, Leslie Milke, Darlene Montes, Monica Moreno, Monte Perez, Joe Ramirez, Dennis Schroeder, Ludi Villegas-Vidal, Daniel Villanueva

Absent: James Armstrong, Louise Barbato, Cathy Brinkman, Angela Echeverri, Zoila Rodriguez-Doucette

Guests: Michael Griggs

Support: Susan Ghirardelli

Meeting called to order 9:40 a.m.

1. Review Minutes (January 8, 2014) Approved with corrections

2. President’s Report
   • The Board of Trustees was pleased with the January 8th Follow-Up Report visit.
   • Madelline has been approved for the Feb. 21st accreditation training. Danny, Monica, Darlene and Joe are on the waiting list.

3. ALO’s Report
   • The final document by VP Allen and Matthew Lee will not be completed for review by the February 4th College Council Retreat. After receiving the Set 3 edits they will need 5 full days to review and finalize the entire document for content, accuracy and voice. The committee decided Michael should present a progress report to the College Council at the Feb. 4th retreat, and the President and Dean Master will present strategic goals.
   • VP Allen will consult with Dr. Lee on an appropriate format for the final document. After Academic Senate approval Feb. 28th, Darlene Montes will work with Michael to create a pdf of the final document by March 3rd.

4. Timeline
   • Recommendation Sets 2 & 3 are reconfigured:
     o Set 2 (Rec 5, 13, 14)
     o Set 3 (Rec 2, 3, 4, 6, 7, 9)
   • Revised timeline dates:
     o February 10-13 – Accreditation Leadership and ASC vetting
     o February 26 – presentation to Institutional Effectiveness Committee/BOT
     o March 3 – submission to BOT
     o March 11 - BOT approval vote
     o March 13 - final Document mailed to visiting team
     o ACCJC follow up visit – tbd, some time between April 14th and 18th
   • Send Madelline any corrections to the Timeline, which will be posted on the O-drive.

5. Review of AIP progress
   • Madelline has created an Actionable Improvement Plans Summary Report table, posted on the o-drive, which ASC will be using and updating from now on.
   • AIP #1 – Dr. Perez and Sarah will fill in information to the Progress column.
   • AIP #2 – correct typo: should read ‘Recommendation 3’
   • AIP #8 – ADA webinar presented last year by District at LAMC should be listed here as evidence.
   • AIP #9 – Dr. Perez and Monica are working on this.
• **AIP #12** – VP Ramirez will add information regarding how well the responses to this AIP are working and provide an action plan.

• **AIP #17** – Joe and Dr. Perez are working on this.

• Dr. Perez will integrate references to the recent Student Services survey into the appropriate AIPs.

6. **Recommendations Update**

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<thead>
<tr>
<th>RECOMMENDATIONS</th>
<th>TEAMS/UPDATES</th>
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<tbody>
<tr>
<td>Recommendation 5</td>
<td>There was a discussion of pedagogical approaches which require a paragraph in this recommendation. Susan to provide supporting evidence such as sign-in sheets, agendas and handouts from the Fall 2013 Focus Groups and Spring Deep Dialog Discussions initiated by VPAA Allen. Michael to write an introductory memo about the purpose of the sessions and work with Susan to summarize the main ideas. Add link to upcoming Feb. 3-13 survey on learning styles to be distributed to faculty by the Office of Institutional Effectiveness. Sarah and Michael to work on this. Add themes from the recent SLO summit.</td>
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<tr>
<td>Recommendation 13</td>
<td>Susan to provide the TBA video and Power Point from Cathy Iyemura’s presentation at Council of Instruction last October. A link to the C of I meeting minutes to be posted as evidence. Joe and Ludi to provide evidence regarding eligibility for college programs. Michael to use census information from Rosalie for this recommendation. Add how instructors are informed of the proper accounting methods. Add how students’ participation in TBA is documented. Add how students’ hours per week are documented.</td>
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<tr>
<td>Recommendation 14</td>
<td>Dr. Perez to add paragraph about staffing issues, lack of deans in AA. Discuss how administrative structure is effective if there is sufficient personnel to staff it. Danny and Dr. Perez to work on this. It was suggested that Leslie add minutes of Shared Governance Oversight Committee as evidence.</td>
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7. **Additional Topics**

• The next step is for Madelline to forward today’s comments and Lee’s notes to the writing teams for revision. Send Madelline any revised edits for Rec 5, 13, and 14 and she will forward them to Michael. Rec 5, 13 and 14 are expected to post on the 0-drive from January 24th to 27th for ASC review.

• Madelline, Darlene, Michael, Joe and Dr. Perez are on call for writing teams if assistance is required. Michael should use Danny and Madelline as a resource for whatever is needed to complete the final draft.

• At 11:25 a.m. the meeting broke for a working lunch during which members continued in small groups to work on AIPs.

**Next Meetings:**

• Monday, January 27, 9:30 a.m.-12:30 p.m., CAI Arroyo Room

• Wednesday, January 29, 9:30 a.m.-12:30 p.m., CAI Arroyo Room

• Friday, January 31, 9:30-11:30 a.m., CAI Arroyo Room