ACCREDITATION STEERING COMMITTEE
CC4, 9:30 a.m. – 1:30 p.m.

Present: James Armstrong, Pat Flood, Madelline Hernandez, Sarah Master, Mary Lou Mendoza, Leslie Milke, Darlene Montes, Monte Perez, D’Art Phares, Joe Ramirez, Dennis Schroeder, Daniel Villanueva, Ludi Villegas-Vidal

Absent: Michael Allen, Cathy Brinkman, Louise Barbato, Angela Echeverri, Zoila Rodriguez-Doucette

Support: Susan Ghirardelli

Meeting called to order 9:45 a.m.

1. President’s Report - No report.
2. ALO’s Report – No report.

3. Review Recommendations

<table>
<thead>
<tr>
<th>RECOMMENDATIONS</th>
<th>TEAMS/UPDATES</th>
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| Recommendation 13 | • P. 1 – last paragraph: “The Vice President invited Ms. Cathy Iyemura of a senior research analyst from the LACCD…” Simplify wording of paragraph.  
• P. 3 – tie together DSPS training and audit findings. Add conclusions. Provide corrective action plan as evidence.  
• P. 4 – provide evidence for DSPS team meetings  
• P. 4 – remove title: Actional Improvement Plans…Protocol  
• P. 8 – revise item g.: “office where they are given and sign that a contract which is signed to indicate they have received…”  
• P. 9 – discuss control procedures  
• P. 9 – remove title: Actional Improvement Plans…Protocol  
• Create a table with column headings: Categorical Programs/Eligibility Verifications/Audit Exception/Corrective Action/Training, and complete entries for EOP&S, CalWorks and DSPS programs.  
• P. 12 – provide evidence for paragraph beginning with “On July 18, 2013…”  
• P. 12 – add more to conclusion. |

Joe, Ludi and Michael will meet with Madelline to rewrite.

| Recommendation 11 | • Leslie noted that there is no planning committee for Administrative Services.  
• Dr. Perez discussed a rubric sheet for hiring prioritization.  
• P. 1 – change the order (1, 2, 3, 4, 5) in second paragraph to match order in first paragraph.  
• P. 1 – cite 7.2 as evidence of assessment mentioned in second paragraph.  
• P. 1 – cite the Program Review Handbook as evidence for the Program Review process mentioned in last paragraph.  
• P. 2 – rewrite first paragraph. Replace “Mission Statements” with “goals and objectives” |

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Recommendation 11 (contin.)

- P. 2 – rewrite paragraph that begins “The review by the appropriate...” Add what happens before it goes to College Council.
- P. 2 – under Faculty Hiring Prioritization Process add criteria as evidence. Rewrite last paragraph that begins “The Academic Senate...” Add explanation that some faculty are hired under the VP of Student Services (Counseling, Non-Credit).
- P. 3 – delete “All applicants’ qualifications...is extended.”
- P. 4 – move Administrator Hiring section to below Classified Staff section. Revise: “requests to hire an additional administrator,...”
- P. 4 – revise: “Once Budget and Planning recommends the ranking of all requests, which may include positions for...”
- P. 5 – reformat paragraph beginning with “Any Program Review...” using bullets.
- P. 6 – move first paragraph to earlier position in Rec 11.
- Use two (corrected) flow charts provided by Danny at meeting as evidence.
- Danny and Ronn to provide Dr. Perez and Madelline information on HR processes to create a handbook with details, flow charts, links etc.
- Use responses regarding staffing from the recent faculty/staff survey as baseline evidence to track improvements. Take this information out of Rec 14 and insert here. Reference Rec 11 in Rec 14.
- Add Conclusion.

Break 11:45 a.m.
Resume meeting 12:00 p.m.

Recommendation 9

- P. 1 – delete first two paragraphs
- P. 1 – “Program Review’s...provides...”
- P. 1 – “Each year...goes onto the online system online and...”
- P. 2 – “Every unit may submit create a new SAO...”
- P. 2 – “an SAO that was created the year prior in a prior year.”
- P. 2 – delete paragraph beginning with “In order to meet...”
- P. 2 – “Annual program review unit updates are important, but for essential. For long term planning...” Rewrite the rest of paragraph. Provide PROC charter as evidence.
- P. 2 – delete sentence: “As stated before in the past...every fall.”
- P. 3 – delete three paragraphs beginning with “Although the college council approved...” and ending with “...comprehensive reviews.”
- P. 3 – “A portion of the The program review online system...and success. This part of the program...request.”
- P. 3 – “Each division Vice President will prioritize prioritizes over base...”
- P. 3 – “The questions metrics are:”
- P. 3 – “The College Council will recommend over base funding then make the final recommendations of prioritized requests to the President for approval.”
- P. 4 – add a title to the table. Clarify wording “Enhance Student Success” at second bar.
Recommendation 9 (contin.)

- D’Art will send Perez and Darlene the revised Program Review Handbook after next Wednesday.
- P. 6 – paragraph beginning with “The SSSC is developing…” to be revised?
- P. 6 – rewrite paragraph starting with “The program Review for Distance Education…”
- P. 7 – “Also in October, the first series of Deep Dialogue Discussions SLO Summit took place regarding SLOs and SAOs. As a division…and formulated a Division Service Area Outcome (DSAO).” Describe what a DSAO is. Remove 2 commas from next sentence. Add link to flow chart as evidence.

4. Recommendations Update
   - Rec 2 – Pat said this is completed.
   - Rec 4 - There was a request for ASC members to assist David Jordan in writing the DE Plan for online counseling discussed in Recommendation 4. Is there a process in place to evaluate DE services in Counseling? Perez to discuss with Jordan how to integrate the DE Plan into Rec 4. He will send Hanh’s chart on SAO assessments to Pat.
   - Rec 10 - Volunteers asked to meet at the HFAC conference room with Madelline after lunch today to work on Recommendation 10.
   - Rec 11 – Almost completed.
   - Rec 14 - Dr. Perez will complete and send to Madelline tomorrow.

5. Additional Topics
   - Strategic Enrollment Management committee will schedule a meeting for the week of Feb. 17 with VP Allen to discuss writing a report to the President and division Vice Presidents demonstrating use of the Strategic Enrollment Plan.

Adjourned 1:15 p.m.

Next Meetings:
- Tuesday, February 4, College Council Retreat, 8:30 a.m.-12:00 p.m., CAI Arroyo Room
- Wednesday, February 5, ASC, 9:00 a.m.-12:00 p.m., CAI Arroyo Room
- Friday, February 7, ASC, 9:30-11:30 a.m., CAI Arroyo Room