ACCREDITATION STEERING COMMITTEE
CAI Arroyo Room, 9:30 a.m. – 12:15 p.m.

Present: Michael Allen, James Armstrong, Cathy Brinkman, Pat Flood, Madelline Hernandez, Sarah Master, Mary Lou Mendoza, Leslie Milke, Monica Moreno, Monte Perez, Joe Ramirez, Zoila Rodriguez-Doucette, Dennis Schroeder, Hanh Tran, Daniel Villanueva, Ludi Villegas-Vidal

Absent: Darlene Montes

Guests: Adrian Barrera, Mike Eng, Mona Field, Bobbi Kimble, Ernest Moreno, Carlos Gonzales

Support: Susan Ghirardelli

1. Welcome
   - Dr. Perez thanked the ASC for its hard work and welcomed guests from the District and Board of Trustees.

2. Public Comment

3. Purpose of the Meeting
   - Trustee Mona Field opened the meeting and introduced Chancellor Barrera.
   - Chancellor Barrera introduced Trustee Ernest Moreno as newest Board Member.
   - Mike Eng spoke briefly about our common goal of student success.

4. Review of Accreditation Report Recommendations
   - Vice-Chancellor Bobbi Kimble presented Attachment B: Mission SLO Implementation Scores, and commented that LAMC did well on SLO assessment relative to other institutions.
   - Dr. Barrera noted that we now have the advantage of VP Allen’s and Dean Master’s assistance with the upcoming report.

5. Introduction of Key Faculty and Staff
   - Dr. Perez invited everyone in attendance to introduce themselves.
   - Professor Pat Flood was acknowledged for her work on SLOs.
   - Upon her arrival last May, Dean of Institutional Effectiveness Sarah Master began assisting the writing teams with data driven evidence. She and VP Allen have been working closely with Dr. Matthew Lee, a consultant hired to help Mission address the 14 ACCJC recommendations and assist with the Follow-Up report.
   - Dr. Perez said the completion of recommendations will take about one year and the substantial progress report will show systematic and sustainable improvements to our processes here at LAMC.

6. Report on College Responses
   - ASC co-chair Danny Villanueva noted that our goals and objectives are to set up structures on campus to address the 14 ACCJC recommendations. Darlene Montes was commended for her substantial role on ASC. VP Villanueva also acknowledged the great work Hanh Tran has done as Web Master for the Program Review website.
   - ASC co-chair Madelline Hernandez
     o Outlined the role of the Accreditation Steering Committee, which provides 1) oversight to insure accountability, 2) a vehicle for submission of evidence, and 3) maintenance of the Accreditation website.
     o Noted the creation of 2 teams: the collegiality theme team and the research theme team, the latter having now been institutionalized as the Research Advisory Task Force, a subcommittee of College Council.
Los Angeles Mission College

MINUTES: Wed, January 8, 2014

Described the Follow-Up report writing process: 1) ALO submits team drafts to Dr. Lee for suggestions, 2) teams re-write per Dr. Lee’s notes, 3) revised team drafts are reviewed by ASC 4) ALO incorporates ASC edits and writes final document.

- The Follow-Up report is due to ACCJC by March 15, 2014. Commission representatives will schedule a visit to campus sometime in April. The Addendum Report will be submitted directly to ACCJC May 15th.

7. Questions and Answers

a. Trustee Mona Field was impressed with LAMC’s perseverance in tackling the 14 ACCJC recommendations. She asked about the role of Matthew Lee.

- Dr. Perez replied that Dr. Lee first read the ACCJC report and gave us options how to approach our follow-up report. At the request of the President, Dr. Lee has worked with VP Allen and Dean Master, focusing on institutional research. Dr. Lee provided a format for writing the report and makes targeted and specific suggestions. VP Allen will write the final report, editing it for consistency and voice, and will ask Dr. Lee to take a final look before submission to the ACCJC.

b. Trustee Mike Eng asked the committee what might be our greatest challenges at this time, noting that the ACCJC will search for gaps and weaknesses, and received the following responses:

- VP Villanueva - shortage of funding is hampering the replacement of IT resources. It was also clear that the ACCJC did not understand the hiring process under the District Personnel Commission and the limited control individual campuses have in that area.
- VP Ramirez - one challenge for Student Services is accomplishing the full assessment of that department. Currently the counseling services are understaffed with only 4.5 full-time counselors; compliance with District contract would call for 7.2 full-time counselors. Hiring prioritization within the District is a challenge.
- Dr. Perez - the recent student survey on campus services revealed that customer service needs work, and that students want more counseling, tutoring and transfer advisory services. The survey will be reviewed by a visiting team of advisors from CSUN next week.
- Trustee Eng referred to the pending legislation instituting a 99-unit cap vs. the current CC student matriculation average of 6 to 8 years. Without adequate counseling at the front end of a student’s career, it will be paid for at the exit end. This is not just an issue at Mission, but a problem at CCs across the state.
- Monica Moreno, Director of the Child Development Center - a complete overhaul of the Student Services assessment process is needed. One individual should organize the assessment process and provide training in customer service to the entire SS staff. Currently there is no one released to lead this.

c. Trustee Eng referred to the debacle with the San Francisco CC’s accreditation. They thought they had fulfilled the requests of the ACCJC, but the Commission reopened issues. What have we learned from their situation and how does LAMC assess whether a recommendation is completed; what is our process?

- Dr. Perez - the final Follow-Up report will be vetted at College Council and other shared governance committees. The President commented that the ACCJC visiting team researcher was tough and that our response to Recommendation #3 will be crucial. Dean Master and VP Allen will be addressing that issue and setting benchmarks.
- Co-chairs Hernandez and Villanueva - once the systems implemented in response to the recommendations are in place, they will be sustainable, and measurable outcomes will be evaluated on a regular basis.
8. College Statement on Self-Assessment

- Chancellor Barrera reminded the committee that Bobbi Kimble is currently serving as interim Vice-Chancellor, but as yet no one has filled her former position as District Curriculum Dean. This meeting today at Mission is the first of many planned by the Board of Trustees to visit all nine campuses to discuss Accreditation. Dr. Barrera thanked Dr. Perez for leading Mission in its difficult accreditation work. She noted that the next Board meeting will be on Wednesday, January 15th. On March 7, 2014 there will be a district-wide training by the ACCJC to which each campus is asked to send 10 representatives.

- Dr. Perez said that Mission is in the process of transforming our assessment culture to one that is evidence-based. We are also improving in the area of collegiality, as supported by results of a recent faculty/staff survey.

- Academic Senate President Leslie Milke reminded the committee that the work we are doing is not specifically for the ACCJC, but is to improve our school.

- Vice-Chancellor Kimble brought up a subject that she sees becoming a greater challenge for all campuses: creating a staffing plan and finding the money necessary to support it. She said that the District Budget Committee model should be revisited, because the human component has not been factored in. Budget and planning must be linked. Once the SIS system is in full use, it will help with the evaluation of data for this purpose.

- VP Ramirez said that it would be helpful if there was one district-wide assessment for all students. We should look at what we are doing to support student placement.

9. Summary Statements

- Trustee Field made a final request to the committee to please be sure that Mission’s calendar of major events is made known to the Board.

- Trustee Eng would like to see a “culture of no surprises.” He emphasized that the ASC should ask for help if necessary and try to anticipate potential questions the Commission may ask.

Dr. Barrera, and Trustees Eng, Field and Moreno departed at 11:00 am, and the meeting recessed until 11:22 a.m.

10. Review of Attachment A – Executive Summary of Current Status and Recommendations

a. VC Kimble asked about responses to several of the ACCJC recommendations:

- Rec #5 – the Academic Senate and Professional Development Committee has initiated planning for a dedicated faculty meeting space, named the Eagles Nest, to provide a location, materials and other support for professional growth. The intention is for faculty to share knowledge and experience with the goal of improving instructional delivery. Also, VP Allen initiated a discussion among faculty members about student learning styles in a series of “Deep Dialog Discussions” held throughout the fall 2013 semester.

- Rec #4 – The Distance Education plan is integrated with our technology plan as well as other District colleges’ DE planning efforts.

- Rec #6 – VC Kimble was referred to VP Villanueva and to Professor Tobin Sparfeld for information on how LAMC’s planning and resource allocation ties into the District plan. VP Villanueva was asked to supply her with the metrics we are using.

- Rec #11 – VC Kimble asked how we are addressing the HR resources plan. VP Villanueva referred to the LAMC and District best practices matrices. VP Ramirez said he continues to make budget requests to no avail. Dr. Perez noted we are lacking in HR staff as compared to
other District campuses. VC Kimble said that there are mandatory minimum staffing requirements and to make sure to use those in our planning. She also mentioned that the District is now going to start doing Program Review.

- Rec #12 – VC Kimble suggested we vet maintenance of equipment and IT software in our grant requests.

Vice Chancellor Kimble left the meeting at 11:40 a.m.

11. Follow-Up Report - status

- Dr. Perez commented it was useful to dialog with the Trustees about resources. We need to include District allocation as a budget issue in our April report.
- Our focus now is meeting the Follow-Up report deadline of March 15th. The writing process is as follows:
  i. Team writers submit drafts to Allen/Lee for final substantial editing
  ii. Allen sends drafts to Madelline, Darlene and Danny for final formatting and non-substantial edits such as spelling, punctuation, matching text to evidence, etc.
  iii. Final edit is returned to Allen for final packaging to ACCJC
- Each writing team should address Lee’s comments for their own recommendations only. Any questions can be brought to the larger ASC committee to review.
- It’s important to immediately post your evidence so what when the committee and teams review the writing it can be compared to the evidence.
- Sarah will post the survey results right away.
- Send all evidence to Darlene for posting
- Send all writing drafts to ALO.lamission.edu
- Writing Timeline
  o Set 1 – Recommendations 1, 8, 10, 11, 12: Madelline will send Set 1 to the writing teams tomorrow, Jan. 9th with Matthew Lee’s comments. All evidence to be posted by Friday, Jan. 10th. ASC will meet Wednesday, Jan. 15th to review all of Set 1.
  o January 22: ASC meeting for final look at Set 1, and review of AIPs (Actionable Improvement Plans).
  o Set 2 – Recommendations 4, 5, 6, 9, 13, 14: Dr. Lee will send Set 2 with comments to Michael for review by Jan. 20th. On Jan. 21st Michael will send out Set 2 revisions to each writing team. Writing teams to return their final drafts to Madelline Jan. 24th. ASC will review Set 2 final draft at the Jan. 27th meeting. Madelline to incorporate ASC edits and return Set 2 to Michael by Jan. 29th for final packaging.
  o Set 3 - Recommendations 2, 3, 7: ASC to meet Jan. 27th to review Set 3 writing team drafts. Because we are currently one meeting behind schedule, another was set for January 31st. ASC will review Set 3 final draft at the Jan. 31st meeting.
  o Madelline will email everyone the deadlines again. The meeting times for January 27th and 29th were extended to 12:30 p.m.
  o Michael will send the full ASC draft (all Sets) to College Council prior to their February 4th meeting.

Adjourned 12:15 p.m.

Next Meetings:
- Wednesday, January 22, 9:30 a.m.-11:30 p.m., CAI Arroyo Room
- Monday, January 27, 9:30 a.m.-12:30 p.m., CAI Arroyo Room