ACCREDITATION STEERING COMMITTEE
CAI Arroyo Room, 9:00 a.m. – 12:00 p.m.


Absent: Louise Barbato, Leslie Milke, Monte Perez

Support: Susan Ghirardelli

Meeting called to order 9:12 a.m.

1. Review Minutes
   • January 29, 2014 M/S/Approved (Sarah/Mary Lou)

2. ALO’s Report – No report

3. Review Recommendations

<table>
<thead>
<tr>
<th>RECOMMENDATIONS</th>
<th>TEAMS/UPDATES</th>
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| Recommendation 3| • P. 2 – add bullet about the Strategic Master Plan meeting of 2-4-14, and provide evidence.  
• P. 5/6 – in response to Lee’s L19 comment, the committee agreed the referenced subsection should be moved to Rec 2, but Michael will discuss this with Lee to determine what is best practice for ACCJC reports. The discussion about placement is a general question for the entire report in terms of how much repetition of information is desirable or whether references to other Recommendations are sufficient.  
• P. 7 – in response to L26 – the document must consistently use correct names, including capitalization. In this case the correct title is Strategic Master Plan, not ‘strategic plan.’ In the following paragraph, the correct title is Student Services, not ‘Student Support Services.’  
• P. 8 – in response to L36 - EPC is Educational Planning Committee.  
• P. 9 – per L38 – insert a bullet with Patricia’s analysis.  
• P. 10 – in response to L42 – the committee agreed to retain “fully resolved” in the Conclusion, but should make more concise the previous Next Steps section. Delete the bullet points “Further Trainings?” and “Other RATF tasks?” |

• P. 3 – “PROC also determines the dates for the College’s Program Review and budget development, over base budget allocation process,...” Rewrite entire paragraph.  
• There was a lengthy discussion on the Budget and Planning process. Rewrite and combine the first paragraph on p. 4 with the first paragraph on p. 5. Add descriptions to numbers: “450 degrees, 214 certificates, 205 transfers”  
• P. 6 – there was a discussion about Lee’s comment L26 and how we have not met the Rec. Provide evidence of self-evaluation. Demonstrate how our process is or is not tying SLO’s to resource |
Recommendation 6 (contin.)

Allocation. Specify next steps. Map it out per division. Task force of Madelline, Leslie, the 3 VPs, Louise, Pat, Deborah and D’Art to meet Friday to help write next steps. Michael will speak with Lee before Friday for suggestions on approach and will inform the committee.

4. Recommendations Update
   - Rec 2 – hasn’t yet been reviewed by Dr. Lee.
   - Rec 4 – Please review Rec 4 and reference the DE Plan to prepare for Friday’s meeting. Madelline will send these both out this afternoon.
   - Rec 7 – We are hoping to receive these back from Dr. Lee in time to send out tomorrow, or possibly Friday morning, for review at ASC Friday.

5. AIP progress update
   - Please update your AIP progress, write a summary and post on the AIP Executive Summary Report_March 2014 table by Monday, Feb. 10th, 2 p.m. The table is posted on the O-drive in the Accreditation Steering Committee/Actionable Improvement Plans folder. Be concise and provide evidence. Madelline will send the summaries out to the division VPs.
   - Pat still needs information from Joe and Danny to write her AIP.

6. Additional Topics
   - There was a question about whether there will be a master calendar posted for major deadlines and events. VP Villanueva replied that after April he will create a chart with campus-wide activities and timelines for the year, to be posted on Microsoft Project and merged with Outlook.
   - We are hoping to receive 85-90% of the evidence by Feb. 13. Over the President’s Day holiday weekend, members of ASC will be editing the final document, so please check your email and voicemail often, in case information is requested from you. Please make sure evidence place holders are accurate in your final draft - it’s not necessary to have all the evidence posted for the BOT review, but it should at least be referenced.

Adjourned: 11:30 p.m.

Next Meetings:
   - Friday, February 7, 9:30a.m.-12:30p.m., CAI Arroyo Room
   - Monday, February 10, 9:30a.m.-12:30p.m. CAI Arroyo Room
   - Wednesday, February 12, 9:30a.m.-12:30p.m. CAI Arroyo Room