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

Present: Michael Allen, Cathy Brinkman, Pat Flood, Madelline Hernandez, David Jordan, Sarah Master, Mary Lou Mendoza, Darlene Montes, Monte Perez, Joe Ramirez, Dennis Schroeder, Ludi Villegas-Vidal

Absent: James Armstrong, Louise Barbato, Angela Echeverri, Leslie Milke, D’Art Phares, Zoila Rodriguez-Doucette, Daniel Villanueva

Support: Susan Ghirardelli

Meeting called to order 9:40 a.m.

1. Review Minutes (Jan 31, 2014) M/S/Approved with corrections (Darlene/Madelline)

2. President’s Report
   - Dr. Perez requested a meeting to address the Strategic Enrollment Management Plan, which is written, but requires revision and vetting. Our fall 2014 class schedule must be in place within the next 2-3 weeks in order to benefit from the expected District budget increase.

3. ALO’s Report
   - Rec 6 – Sarah, Michael and Dr. Lee worked on revising this Recommendation. They concluded that there were two possible approaches: Option 1 would be to leave it as currently written stating that issues are fully resolved. Option 2 would be to state there has been progress but more work is needed to fully resolve the recommendation by spring 2015. The main question is whether student learning is improving and, if not, where should resources be redirected?
   - The ACCJC reviewer for this Recommendation is from Saddleback so it might be helpful to look at what that college is doing.

4. Recommendations Update
   - Rec 1, 8, 10, 12 – in final form except for evidence and numbering.
   - Rec 11 and 14 – in final review.
   - Rec 3, 5, 6, 9, 13 – close to completion, still in hands of the writing teams.
   - Rec 4 – for review today by ASC.
   - Rec 2 and 7 – Dr. Lee has these. Once returned, ASC will review.
   - The final documents will be sent to Debra Kaye, who volunteered to review them for grammar. After that, Michael and Lee will go through the final document for consistency.

5. Logistics – this item, regarding the ACCJC visit, was deferred to the next ASC meeting when Danny will be present.
   - a) Grammar
   - b) Document
   - c) Visit

6. Review Recommendations

<table>
<thead>
<tr>
<th>RECOMMENDATIONS</th>
<th>TEAMS/UPDATES</th>
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<tr>
<td>Recommendation 4 (and DE Plan)</td>
<td>* The Distance Ed Plan was reviewed along with Rec 4 so that the two would align.</td>
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<tr>
<td><strong>DE Plan</strong></td>
<td>P. 1 – add language that the DE Plan also aligns with the LAMC Strategic Enrollment Management Plan. Add a bullet on the Strategic Enrollment Mgmt.</td>
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Recommendation 4 (and DE Plan- contin.)

A task force including Michael, Vilma Bernal, Pat, Madelline, David, Myriam, Sarah, Paul McKenna and Hanh Tran will be invited to meet next Monday and Tuesday to continue writing Rec 4.

Plan.
- The DE Plan is a guide, but all structures are not yet in place. For example, the DE committee has not had a conversation about DE Counseling.
- The DE Implementation plan will be sent to the Academic Senate Feb. 19.
- There was a lengthy discussion about aspects of the DE Plan:
  - Regardless of the DE delivery mode, course SLOs align with those of the Course Outline of Record. Dept. chairs check if this is being done.
  - David said that we currently have no process in DE to evaluate the effectiveness of the online delivery mode for a particular course. However, some instructors, for example Myriam Levy, are currently doing this; Madelline said that we have a process; we just need to incorporate DE into it.
  - There was a discussion about the definition of a DE class vs. a hybrid class. The District and the State have different definitions. In terms of Counseling, who is considered a DE student?
  - Rec 4 should reflect that we are still having the above conversations.

LAMC DE Plan – Fall 2013 (table)
- P. 1 - Change title: *Implementation Plan*
- P. 3 – second row: “...ongoing adherence to applicable federal and state USDE regulations” David to rewrite this area.

Rec 4
- P. 5 – “...to integrate the plans and activities, including counseling, detailed in the...”
- P. 6, section 12. was rewritten during the meeting. Per L41: “...in conjunction with the VP of Academic Affairs, Department Chairs, the SLO Coordinator and selected online faculty, will develop...”
- P. 6, 5th bullet was rewritten during the meeting.
- P. 7 - the Rec 4 task force will rewrite the Conclusion.
- The writing of Rec 4 should be revised where we have no supporting evidence.
- Should discuss the fact that online Counseling services are currently available, but not at an optimal level.
- The former VPAA received a letter from the State a couple years ago regarding revised DE criteria which should be posted as evidence for this Rec.

7. Additional Topics
- AIP summaries due Monday, February 10, 2 p.m.

Adjourned 12:40 p.m.

Next Meetings:
- Monday, Feb. 10, 9:30 a.m.-12:30 p.m., CAI Arroyo Room
- Monday, Feb. 10, tbd, Rec 4 task force meeting
- Tuesday, Feb. 11, tbd, Rec 4 task force meeting
- Wednesday, February 12, 9:30-11:30 a.m., CAI Arroyo Room

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