ACCREDITATION STEERING COMMITTEE
CAI Executive Dining Room, 10:00 a.m. – 11:50 a.m.

Present: James Armstrong, Cathy Brinkman, Madelline Hernandez, Sarah Master, Mary Lou Mendoza, Leslie Milke, Joe Ramirez, Zoila Rodriguez-Doucette, Dennis Schroeder, Daniel Villanueva
Absent: Michael Allen, Angela Echeverri, Pat Flood, Michael Griggs, Darlene Montes, Monte Perez,
Support: Susan Ghirardelli, Ludi Villegas-Vidal

Guests:

Meeting called to order 10:10 a.m.

1. Review Minutes
   • February 18, 2014 M/S/Approved (Zoila/Dennis)

2. ALO’s Report
   • No report

3. President’s Report
   • No report

4. Follow-up Report Update (D. Villanueva)
   • The Report is now posted on the ASC page of LAMC’s website. It was approved by the Academic Senate and College Council and submitted to the BOT subcommittee of Institutional Effectiveness where it was well-received.
   • Expect the ACCJC visit to take place the third week of April, but not yet confirmed. In the meantime ASC will be working on logistics of the visit.
   • The ACCJC team’s post-visit report is expected to be available in late June or early July

5. Evidence Update
   • Darlene is currently working to complete the posting of evidence.

6. AIP Update (Madelline)
   • Located on the O-drive, under ASC. It’s a downsized version of the Follow-up Report. The formatting will remain the same; use bullets. Please fill in your most current information. Most are done. Student Services still needs to update its areas.
   • If any ASC members have the time, please check links; the more eyes on it the better.

7. Next Steps
   • ASC volunteers were requested for an ASC task force whose duty would be to extract all ‘next steps’ from the Follow-up Report and create a timeline for their completion. The ASC would then meet with divisions to make sure the writing teams/resources are on track and accountable for their areas of responsibility. Leslie, Zoila and Ludi volunteered to create the list/completion timeline and will meet tomorrow, Wednesday, at 9:30am in HFAC.

8. Additional Topics
   a. There was a discussion about how to improve the process for our follow up to the Follow-up Report and the new Self Evaluation for 2016. Some suggestions:
      o Tighten the timelines.
      o Teams should be organized better, for example some Recommendations had only one person on the writing team.
      o Create an outline or guidelines for the writing teams. Provide training. ASC should pass on their experience gained in creating the previous Self Evaluation and Follow-up Report.
Record keeping is the key to success. If divisions have their records in order, writing the reports should not be difficult.

There was a comment that too much time was spent searching for evidence. However, it was pointed out that if accurate records are kept, it should not be difficult to cite evidence. For example, committees should have up-to-date meeting minutes posted and accessible on an ongoing basis. Searching for them should not be a problem.

When citing minutes as evidence, make sure that those minutes reflect what actually occurred at the meeting. Also, reference to discussions in a meeting should include some of the points discussed in order to be valid as evidence.

Standard teams should create a timeline; team members would then collect evidence and bring it to the writing team, which would do the actual writing.

Some of the positive aspects of the Follow-up Report process:

- Regular meetings were very helpful.
- Madelline, as ASC Co-chair, made herself accessible day and night to assist the writing teams.
- Sarah, as dean of Institutional Effectiveness, provided invaluable help to the writing teams. ASC did not have a dean of IE at the time of the original Self Evaluation.
- The consultant Matthew Lee was helpful.

b. It was noted that at the recent ALO training that some ASC members attended, there was a college from Guam which has a yearly Self Evaluation built in to the budget and aligned with the institution’s structure.

c. Hardcopies of the report will be made available soon.

9. Next Meetings
   - Because of scheduling conflicts on the next few Wednesdays, the ASC agreed to change the next two meetings to Tuesdays. We will meet Tuesday, March 25th and Tuesday April 1st, 10:30am to 12:00pm.

Adjourned: 10:55 a.m.

Next Meeting:
   - March 25, 10:30am-12:00pm, Arroyo Room