Los Angeles Mission College

MINUTES: Tues, March 25, 2014

ACCREDITATION STEERING COMMITTEE
CAI Arroyo Rm/Executive Dining Rm, 10:30 a.m.–12:00 p.m.

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

❖ Meeting called to order 10:45 a.m.

1. Review Minutes
   • March 18, 2014 M/S/Approved w/ correction (Zoila/Danny)

2. ALO’s Report
   • No report

3. President’s Report
   • No report

4. Evidence Update
   • Deep Dialog/Faculty Focus reports still outstanding.
   • Eagles Nest will be open for faculty use at least by April 17, hopefully sooner. Faculty needs to be made aware of it. Facilities will install new carpet and paint walls during spring break, April 7-13.
   • The committee was reminded that any meeting Minutes that are cited as evidence must be complete with appropriate content from discussions that took place at that meeting. There have been cases of cited Minutes which did not contain enough information to justify use as evidence.

5. Follow-up Report Taskforce - see handout
   a. The Task Force met last week and created the Follow-up Report Next Steps handout, which was distributed to the ASC members. ASC was asked to review and proof this document for accuracy regarding deadlines, responsible parties and action steps.
      • Madelline will separate the document into divisions and send those out to ASC by Friday for comments. Please fill in the comment section and be as specific as possible.
      • Make sure your division’s evidence is there along with dates.
      • Add names of responsible persons who would be able to discuss a particular process or system.
   b. Mary Lou will check the Self Study Report for an acronym list to include in the Follow up Report. If one doesn’t exist, she will create one.

6. AIP Update
   • The AIP Summary Report needs to be brought up to currency. ASC members are asked to look at the AIP document on the O-drive. The Summary will remain in table format and must be completed before the team visit.
   • AIP areas are overseen by division VPs whose responsibility it is to make sure that divisions review their areas’ AIPs, fill in what is necessary to complete all action items, and provide dates for completion of those items.
7. **Visiting Team Preparation**
   a. All ASC members should be knowledgeable about the entire Report.
   b. Division leaders should currently be reviewing and must know all Recommendations in the Report, especially those impacting their areas:
      - Academic Affairs – Recommendations 2, 3, 4, 5, 13
      - Admin Services – Recs 6, 11, 12
      - Student Services – Recs 7, 8, 9, 13
      - All – Recs 1, 10, 14
   c. A summary of each Recommendation and progress on its follow-up response will go out from Dr. Perez and the ASC to the entire campus via email to familiarize them with the Follow-up Report.
   d. ASC will provide training for each division the week after spring break. Danny and Madelline will meet to select who will do the trainings.
      - VPs and team leaders please identify specific areas in the Report pertaining to your division and prepare your division staff members about what is contained there. A red flag goes up to the visiting team when a staff person from a specific division is not familiar with something in their area of the report.
      - Danny and Dr. Lee will meet today to prepare for an Administrative Services division workshop.
   e. Mock interviews will help to prepare interviewees. The visiting team will likely spend time interviewing representatives from Student Services: Joe, Ludi, Monica and Diana. Some other area representatives who should prepare to be interviewed:
      - Budget and Planning - Tobin
      - ASO – Robert Crossley
      - IT – Danny will ask Hanh and Ryan to come for training
      - DSPS – Adrian
   f. Leslie will bring up talking points at the next Senate meeting
   g. Logistics of the team visit will be arranged by ASC leadership: Madelline, Danny, Michael, Dr. Perez
      - The visit will take place on a Thursday and Friday.
      - It’s yet to be determined who will make all the hotel accommodations, transportation, meals, etc. arrangements for Dr. Roda and the visiting team.
      - Faculty leadership should prepare to have someone available those days to take over their classes.

8. **BOT Meeting – April 23, 2014** – LAMC will still be hosting, but the meeting will be held at the District Office due to the unavailability of the Campus Center.

9. **Additional Topics**
   a. ASC was asked to recommend that the Collegiality Theme Team meet again soon. Danny will forward this request to Joe.
   b. Dr. Perez has offered to host the ASC for a lunch/dinner. Ludi and Darlene will organize it. The time will be around 4pm, date to be determined.

10. **Next Meeting**
    - Tuesday, April 1, 10:30am-12:00pm, Executive Dining Room

Adjourned: 12:00 p.m.