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

Present: James Armstrong, Cathy Brinkman, Pat Flood, Madelline Hernandez, Mary Lou Mendoza, Monte Perez, Zoila Rodriguez-Doucette, Daniel Villanueva

Absent: Michael Allen, Darlene Montes, Angela Echeverri, Michael Griggs, Sarah Master, Leslie Milke, Joe Ramirez, Dennis Schroeder

Support: Susan Ghirardelli, Rod Austria

Meeting called to order 9:20 a.m.

1. Review Minutes
   - June 18, 2014 M/S/Approved w/ correction (Hernandez/Mendoza)

2. President’s Report
   a. Dr. Perez welcomed Madelline Hernandez as a new Dean of Academic Affairs.
   b. Student Services is currently conducting a search for a Dean of Student Success.
   c. At the end of the term for the position of Interim Dean of Academic Affairs, currently held by Darlene Montes, a permanent Dean of AA will be hired.
   d. The position of Director for DSPS will change from 60% to a 100% position.
   e. The Mission Statement will be on the College Council meeting agenda next week.
   f. The Sept. 10th ASC meeting will include a celebration of the success of the Follow-up Report.

3. ALO’s Report – no report

4. Committee Membership & Charter
   - Madelline presented the new membership list from the ASC charter, which is scheduled for a vote at next week’s College Council meeting.
   - A goal is to get new members in place by the September 10th meeting. Dr. Perez, Michael, Danny and Madelline will dialog with the Academic Senate to nominate faculty leaders.
   - The new co-chairs will serve 3-year terms.
   - Dr. Perez will set up a meeting for next week to discuss various ASC issues, including the following:
     o Shall ASC create a position for a classified co-chair (not currently in the ASC charter) to fill the role Darlene played last cycle maintaining the Accreditation website and organizing evidence?
     o Shall LAMC utilize Matthew Lee again for the next cycle?
     o What other resources will ASC need for the next cycle?

5. Self-Evaluation update
   a. Follow up Report - AY 2013-14
      i. Action Items remaining
         - The action items still pending for all 5 remaining Recommendations need to be completed by January 2015. Writing must be finalized and submitted in February. At the moment it’s unclear whether there will be a site visit from the ACCJC in March. The following Recommendations require updates for the Sept. 10th ASC meeting:
           o Rec 2 – (Pat Flood) - Pat is working with Michael on PLOs; work is nearly complete.
           o Rec 5 – (Michael Allen) – Leslie is currently receiving applications from faculty for a coordinator for the Eagles Nest.
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- Recs 7 and 9 – (Joe Ramirez) - Sarah is working with each of the Student Services units on their assessments.
- Rec 14 – (Leslie Milke) - work is nearly complete. The group which received Federal Mediation Training in June will meet soon to organize and decide on next steps.

ii. LAMC Self-Evaluation Worksheet
   - Madelline led the committee in filling out the *August 2014, ASC Self-Evaluation worksheet for Academic Year 2013-2014.*

b. **Self-Evaluation 2016**
      - Entire document must be completed in one year. The document should be essentially written by fall 2015.
      - An email account has been created to receive all Accreditation evidence: Evidence@lamission.edu
      - Administrative Services throughout the District are planning an accreditation template for use by all AS divisions.

6. **Accreditation Training/Workshop Planning**
   - Please send ideas for ASC workshops to Madelline, who will collect them for discussion at the next ASC meeting.

7. **Establish Standard Teams and Leads**
   - The VPs will take the appropriate Standard for their divisions and will pull team leads together. Once the leads are determined, they will be able to recruit faculty teams.

8. **Create Deadline Schedule for March 2015 and March 2016**
   - Leslie Milke, working with Danny, will be the point person organizing the deadline schedules. Bobbi Kimble is a resource for 2016 deadlines.

9. **Other Items**
   a. **Master Calendar update**
      - A worksheet was created to send out to members of campus committees to fill out and return for uploading to the Master calendar. The worksheets will be sent out this week.

10. **Next Meetings** *(2nd and 4th Wednesdays, 9:00 a.m. to 10:30 a.m., CAI Arroyo Room)*
    - September 10
    - September 24
    - October 8, 22
    - November 12, 26
    - December 10
    - January 7, 14, 21, 28

❖ Adjourned: 10:35 a.m.