ACCREDITATION STEERING COMMITTEE  
CAI – Executive Dining Room  
9:00 a.m.–10:30 a.m.

Present: Michael Allen, Faith Colt, Kelly Enos, Pat Flood, David Garza, Madelline Hernandez (for Cathy Brinkman), Sarah Master, Leslie Milke, Monte Perez, Joe Ramirez, Zoila Rodriguez-Doucette, Oliva Sanchez-Ayala, Daniel Villanueva

Absent:

Support: Susan Ghirardelli, Carlos Gonzalez, Mary Lou Mendoza, Darlene Montes

❖ Meeting called to order 9:15 a.m.

1. Review Minutes
   • September 10, 2014  
     M/S/Approved w/ corrections: Allen/Garza  
     Abstained: Sanchez-Ayala, Montes, Villanueva

2. President’s Report
   • The Town Hall meeting - took place yesterday and went well. Dr. Perez requested volunteers for Self-study 2016 writing teams. The President may hold one more Town Hall meeting regarding the Follow-Up Report.
   • The committee was asked to think about whether we need the services of Matthew Lee to help complete the Follow-Up Report. Dr. Perez will meet with him in a couple of weeks.
   • Oliva Sanchez-Ayala has been appointed by the President to the ASC in the position of Unrepresented Classified Staff Member.

3. ALO’s Report
   • A team of 6 administrators and faculty from LAMC attended an ACCJC workshop at Citrus College last Friday.
     o David Marshall from Cal State San Bernardino spoke at the workshop about SLO assessment. His emphasis was that assessments are done for student success, not for accreditation, and it’s important to move away from the mindset of the latter. We are considering inviting him to LAMC to talk about outcome assessment.
   • Michael has asked Bobbi Kimble to set up trainings on the new 2016 Accreditation Standards.

4. Committee Membership
   • Faith Colt has been appointed to ASC membership by the chapter chair to represent AFT.
   • Selection of the department chair appointee is on the October 1st Council of Instruction meeting agenda.

5. Phase I – Follow-Up Report Draft (Recommendations 2, 5, 7, 9, 14)
   • Rec 2 – Pat led a discussion and distributed 3 handouts:
     o Conclusion page of the ACCJC’s response to the final report for Rec #2
     o Rec. #2 – Follow-up Report Draft
     o Pat Flood's SLO/PLO/ILO Assessment Update – ASC, September 10, 2014
   • Rec 5 – Leslie discussed work relating to Rec 5:
     o We are working on activities for and links to the Eagles Nest.
     o Two coordinators for the Eagles Nest have been chosen.
Dr. Perez requested that the Eagles Nest conduct a couple of workshops for faculty on Assessments.

The Rec 5 draft was distributed.

- Recs 7 and 9 – Joe reported on the following work relating to Recs 7 and 9:
  - Student Services is close to finishing their 2-year resource allocation plan.
  - The composition of the hiring committee for the new Dean of Student Success will be finalized by next week and the committee will then begin review of applications. Kelly asked Joe to send him a list of the hiring committee members so he can make sure they receive the requisite training.
  - There are two more Student Services positions still to be filled.
  - Several Counseling adjuncts have been hired.
  - SS submitted an NOI this week for a DSPS Coordinator.
  - SS continues to follow through with their 2nd year plan.
  - For writing the final drafts, the committee had the following suggestions:
    - Write about what has been done, not what will be done in the future.
    - Make sure all dates are accurate.
    - Refer to M. Lee as an “external consultant.”
    - Refer to Dr. Perez as “the college president.”

- Rec 14 – a draft of Rec 14 was distributed
  - The next draft will include mention of the recent Peer Mediation group meeting.
  - The next draft will mention the Shared Governance Training conducted last April. A link to a video of the training is on the Accreditation website.
  - It was suggested that M. Lee be asked to help create shared governance focus groups.

6. Follow-Up Report Next Steps
   - Friday, Oct. 3 - ASC and Team Leads training.
   - Be sure to identify and label evidence accurately as you write.

7. Timeline for Self-Evaluation Report (March 2016) – for committee approval
   - A detailed timeline was created by the ASC co-chairs, distributed for review, and approved by the ASC.

8. Accreditation Training/Workshop Planning – writing to the Standards
   - Kelly, Danny and Madelline discussed issues involved in writing to the newly adopted 2016 Accreditation Standards. These will be addressed at the October 3rd training. Danny will email the ASC and Team Leads information about the time and location.

9. Accreditation website updates – Kelly and Susan are working on this.

10. Other items
    - Meeting locations are posted on the ASC website.

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

   Adjourned: 10:35 a.m.