ACCREDITATION STEERING COMMITTEE

Wednesday, January 14, 2014
9:00 a.m.–10:30 a.m.
CAI – Arroyo Room

Present: Michael Allen, Cathy Brinkman, Faith Colt, Kelly Enos, Pat Flood, Michael Griggs, Sarah Master, Deborah Paulsen, Joe Ramirez, Zoila Rodriguez-Doucette, Oliva Sanchez-Ayala, Daniel Villanueva

Absent: David Garza, David Jordan, Leslie Milke, Dr. Monte Perez,

Support: Rod Austria, Madelline Hernandez, Mary Lou Mendoza, Darlene Montes, Ludi Villegas-Vidal

Guests: Donna Ayers

❖ Meeting called to order by Kelly Enos, 9:10 a.m.

1. Review Minutes
   o January 7, 2014  M/S/Approved w/ corrections  Michael Griggs/Zoila
     Oliva, Danny and Donna abstained

2. President’s Report
   a. Dr. Perez is currently at the District Presidents’ meeting with the Chancellor. VPs Allen and Villanueva presented the following information to the committee:
      o Dr. Perez has contacted Matthew Lee to define the scope of his work on the Follow-Up report as well as on the 2016 Self-Evaluation.
      o Bobbi Kimble has provided a summary of what’s going on district-wide regarding accreditation
      o District office is setting up a district-wide version of an “O-drive” for use of all 9 campuses for accreditation work. It will provide a significant amount of evidence for Standard III (Resources).

3. ALO’s Report
   a. DPAC training on the new Self Evaluation format scheduled for January 23, noon, District Office.
      o It may be moved to Trade Tech. Michael Allen will be sending the list of participants from LAMC to the District office. Kelly Enos will send out more information when details are completed.
      o See the document titled Manual for Institutional Self Evaluation of Educational Quality and Institutional Effectiveness, January 2015 attached to Kelly’s January 14 email. Pages 20 and 21 are particularly useful for information on writing within the new format.

4. Follow-Up Report
   a. Finalizing the draft
      • Final draft due to District on January 26th for placing on the BOT’s February 11th meeting agenda.
      o Rec 2 – draft nearly completed: almost at 100% assessment of SLOs, all PLOs completed.
      o Rec 5 – Michael working to summarize the faculty survey on pedagogy and will weave it into the draft.
      o Rec 7 – draft completed
      o Rec 9 – Evidence is complete. Still working to incorporate Matthew Lee’s edits.
      o Rec 14 – almost done; Kelly and Sarah are proofing the final edit.
   b. Leonard is editing the print draft for BOT presentation.
   c. Most likely there will be a special meeting of the Academic Senate to vet and approve the Follow-Up Report prior to its submission to the Board. More on this at the next ASC meeting.

   a. New standards training with Bob Pacheco at DPAC scheduled for January 23rd. There will be more trainings given by Pacheco prior to the ACCJC visit.
   b. Phase II Drafts
      • Co-chair Enos asked the committee whether it would be a better use of the writing teams’ time to accumulate evidence and hold off on writing until we’ve had more training by Lee and Pacheco.
        o VP Allen suggested keeping the January 16 submission deadline in order assess where we stand and so the Co-chair and ALO can assist where needed.
Motion to push Phase II draft back to January 23rd  M/S/Approved  M. Allen/M. Griggs
Motion to name February 25th as the deadline for submission of an evidence list from each writing team and provide as much evidence as possible  M/S/Approved  M. Griggs/D. Villanueva
Pat recommended writing an outline with evidence in mind, and keeping place holders for the evidence as you write.

c. Review teams for Self Evaluation draft
   • Because the teams cannot review documents on the O-drive from home, there was a discussion how to make the materials available for review from off-campus.
     o Rod suggested use of Microsoft Office 365 and demonstrated how to use it. Go to portal.office.com to sign in, using your LAMC user name.
     o ASC endorsed Microsoft Office 365 as a user option for editing from off-campus.
     o Rod will create a list of steps for users to follow.
     o Kelly will ask Bamdad to put training for this on the Professional Staff Development agenda for the faculty’s Spring into Spring event on February 4th.
   • A request for volunteers to review documents posted on the O-drive was tabled until the next meeting when we will have a better idea of scope of work from Dr. Perez and Matthew Lee.
Motion to table for Jan. 21st meeting  M/S/Approved  M. Griggs/D. Villanueva

d. Bi-weekly progress reports – to be sent out by Kelly Enos
   e. Feedback surveys – to be sent out to Standard teams midway through the Self-study.
   f. Teams highlighted in the “Weekly Mission” – the purpose is to advertise the work being done for accreditation. One idea is for a photo of each Standard writing team to be posted with a brief explanation of the standard and possibly a Q & A section. ASC members were asked to bring ideas to the next meeting.

5. Next Meetings (weekly, CAL Arroyo Room)
   • January 21, 28 - 9:00a.m.-10:30a.m.
   • February 2, 2015 – 10:00a.m.

❖ Meeting adjourned: 10:00 a.m.