ACCREDITATION STEERING COMMITTEE  
Wednesday, January 28, 2014  
9:00 a.m.–10:30 a.m.  
CAI – Arroyo Room  

Present: Michael Allen, Faith Colt, Kelly Enos, Pat Flood, David Garza, Michael Griggs, Sarah Master, Deborah Paulsen, Monte Perez, Joe Ramirez, Zolia Rodriguez-Doucette, Oliva Sanchez-Ayala, Daniel Villanueva  
Absent: Cathy Brinkman, David Jordan, Leslie Milke  
Support: Rod Austria, Madelline Hernandez, Susan Ghirardelli, Mary Lou Mendoza, Darlene Montes, Ludi Villegas-Vidal, Tara Ward,  
Guests: Donna Ayers, Leonard Baptiste, Diana Bonilla, Sandy Mine  

❖ Meeting called to order by Kelly Enos, 9:11 a.m.  

1. Review Minutes  
   - January 14, 2015 M/S/Approved w/ corrections D. Paulsen/Z. Rodriguez-Doucette  
   - January 21, 2015 M/S/Approved w/ corrections M. Allen/M. Perez  

2. President’s Report  
   a. Dr. Perez thanked the ASC and Leonard Baptiste for work done to prepare the Follow-up Report.  
   b. The president spoke briefly about a trip to Sacramento and will discuss it further at the upcoming College Council meeting.  
   c. Matthew Lee has agreed to attend our ASC meetings. He will also meet with Danny Villanueva and the Administrative Services unit on March 26th.  
   d. Sandy Mine, from the President’s office, has agreed to work with ASC and Kelly Enos to gather and organize evidence for the 2016 Self-Evaluation.  

3. ALO’s Report  
   a. Michael Allen thanked everyone who attended the Accreditation workshop with Bob Pacheco at the District office.  
   b. Bobbi Kimble has asked how DO might help LAMC in writing our 2016 Self-Evaluation. She is available, along with Pacheco, to come to campus to help start the writing of the report.  
   c. There is a 25,000 word limit for the entire report, 5,000 of which are relegated to District Office content.  
      - It may be more useful to start from scratch rather than refer closely to the previous report. It was suggested to use the previous report as an outline but write a new narrative.  
      - The format for the new report can be found on p. 20 of the January 2015 Manual for Institutional Self Evaluation (posted on the ASC website, under the January 7, 2015 ASC Minutes: http://www.lamission.edu/asc/agendas.aspx ; also on the O-drive: O:\Accreditation_Steering_Committee\Self_Report_2016\Resources 2016 ).  
      - The preferred strategy is for the writing teams to focus on gathering evidence, and then write to the evidence.  
      - Templates for each team will be created and forwarded to Pacheco and Kimble for review. Danny, Kelly and Dr. Perez will work on this.  
   d. Do not assume documents posted on the ACCJC website are final. Experience has shown that they are in flux. As ALO, Michael will notify ASC about important information regarding ACCJC materials.  
   e. Michael also thanked the ASC leadership and Leonard for their efforts in preparing the Follow-up Report.
4. Follow-Up Report  
a. Report to be presented to the Institutional Effectiveness and Student Success Committee at their regular meeting to be held here Monday, February 2, 10am, CAI Arroyo Room. ASC will host and Culinary Arts will provide refreshments. Dr. Perez, Danny Villanueva and Kelly Enos will present the Follow-up Report.  
b. ASC members should be sure to familiarize themselves with the final draft of the Follow-up Report prior to the Feb. 2nd meeting.  
c. Teams should start linking evidence and make sure pdfs are labeled clearly. Send evidence to evidence@lamission.edu. When emailing evidence, make sure the subject line clearly describes the content of the email.  
d. The Follow-up Report draft will be on tomorrow’s College Council agenda and also on the next Senate meeting agenda.  
e. The draft of the Follow-up Report, including any edits requested at the Feb 2nd meeting, will be forwarded to the BOT for inclusion on its scheduled February 11th meeting. Upon approval by the Board, it will be submitted to the ACCJC March 12, 2015.

5. Self-Evaluation 2016  
a. Kelly led a debrief discussion on the Pacheco accreditation training. Some observations:  
  • Pacheco’s advice was helpful to parse out the Standards and he provided useful links to resources.  
  • Keep in mind Federal Regulations and the visiting team’s “checklist”. We need more information on how the visiting team will be utilizing the checklist.  
  • We still have time to initiate solutions to current gaps and then write about it in the Self-Evaluation.  
  • Job placement seems to be an important issue for this report and we will need to address it. CTE is already tracking this now, but we need to formalize it.  
  • Dr. Perez is considering a software program to track job placement of Mission students. We currently don’t have a system for this. It would also potentially provide a revenue stream from employers as students are placed. It could be a tool to write about in the Self-Evaluation.  
  • More information on how to disaggregate data is needed.  
  • The note-taker at the Pacheco training sent her summary to Kelly who forwarded it to ASC and team leads.  
b. Send requests for any help you might need to Kelly. He, Michael and Danny will gather this information to discuss with Bobbi Kimble.

6. Accreditation Picture of the Week  
• Follow-up Report final draft review team Thursday night in the VPAA office.

7. Next Meetings  
• LACCD Board visit - February 2, 2015 10:00a.m.-12:00pm, CAI Arroyo Room  
• Regular meetings (every other week, CAI Arroyo Room)  
  o February 11, 25 9:00a.m. - 10:30a.m.  
  o March 11, 25 9:00a.m. – 10:30a.m.  

❖ Meeting adjourned: 10:15 a.m.