ACCREDITATION STEERING COMMITTEE
Wednesday, January 7, 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, Dr. Monte Perez, Joe Ramirez, Zoila Rodriguez-Doucette, Tara Ward for Daniel
Villanueva
Absent: David Garza, David Jordan, Leslie Milke, Oliva Sanchez-Ayala,
Support: Rod Austria, Madelline Hernandez, Mary Lou Mendoza, Darlene Montes, Ludi Villegas-Vidal
Guests: Walter Bortman

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

1. Review Minutes
   • November 12, 2014 M/S/Approved w/ corrections Michael Griggs/Zoila
   • December 10, 2014 M/S/Approved w/ corrections Michael Griggs/Pat

2. President’s Report
   a. Dr. Perez will be meeting weekly with the ASC Co-chairs and ALO to keep up with ongoing resource needs
      and leadership tasks. There is a need for more efficient coordination and vetting of Standards.
   b. A Comprehensive Program Review has been done at the District level.
   c. Dr. Perez will be attending the District Presidents’ Council this Friday with the Chancellor.
   d. Recruitment for team visits
      • Pat, Dr. Perez, Leslie, Michael Allen, and Danny are on the Chancellor’s list for assignment to ACCJC
        visiting teams. Dr. Perez would like to add more names from LAMC to the list for spring or fall visits.
   e. More staff will be assigned to assist ASC in evidence gathering, organizing and uploading.

3. ALO’s Report
   a. VP Allen has been asked to join the ACCJC team for the upcoming visit to Merritt College.
   b. Visits for some colleges, such as Mira Costa, have been pushed back to fall 2016. At this point we have not
      heard that our spring 2016 visit will be changing.

4. Follow-Up Report – next steps
   a. The handbook Guidelines for Preparing Institutional Reports to the Commission should be used as reference
      for writing the Follow-Up Report. It’s available at the ACCJC website: http://www.accjc.org/wp-
      content/uploads/2010/10/Guidelines-for-Preparing-Institutional-Reports_Jan-2014.pdf. Additionally, it is
      posted on the O-drive under today’s meeting date, and will be uploaded on our ASC website under
      ‘Resources.’
   b. Finalizing the draft
      • Recs 7 and 9 - currently with Matthew Lee for review
      • Recs 2, 5 and 14 – nearly completed
      • Leonard will compile the reports by Wednesday into print form to send to the District Office.
      • For specifics for vetting the Follow-up Report, see the February and March timeline.
   c. The District Institutional Effectiveness Committee must have the final draft of the Follow-up Report by 2p.m.
      January 14th. It will then be placed on the January 28th Board Agenda.

   a. ACCJC has revised the writing format for the 2016 Self-Report. It is published in the Manual for Institutional
      Self Evaluation, January 2015, which is posted on the O-drive under today’s meeting date and will be
      uploaded on our ASC website under ‘Resources.’
   • Phase II drafts posted on the O-drive.
   • Writing teams to give status reports at the next ASC meeting.
   • It was suggested that evidence be listed prior to completion of the January 16 draft. It could be useful to review Contra Costa College’s report, as well as Napa Valley College’s report, which was written in the new format.

6. LACCD Board Visit
   • Board members will visit LAMC and attend a special ASC special meeting on February 2, 2015, 10 a.m.

7. Other Items
   a. Nick is currently working with Kelly to revise the ASC website.
   b. Michael Allen will send Kelly the latest DPAC chart for organizing evidence for each Standard.

8. Next Meetings  (weekly, 9:00 a.m. to 10:30 a.m., CAI Arroyo Room)
   • January 14, 21, 28 - 9:00a.m.-10:30a.m.
   • February 2, 2015 – 10a.m.

❖ Adjourned: 9:53 a.m.