ACCREDITATION STEERING COMMITTEE
Wednesday, February 25, 2015
9:00 a.m.–10:30 a.m.
CMS 214 Conference Room

Present: Michael Allen, Cathy Brinkman, Kelly Enos, Pat Flood, David Garza, Sarah Master, Leslie Milke, Deborah Paulsen, Zoiła Rodriguez-Doucette, Daniel Villanueva
Absent: Faith Colt, Michael Griggs, David Jordan, Oliva Sanchez-Ayala, Dr. Monte Perez, Joe Ramirez,
Support: Rod Austria, Madeline Hernandez, Mary Lou Mendoza, Sandy Mine, Darlene Montes
Guests: Donna Ayers, Matthew Lee

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

1. Review Minutes
   • February 11, 2015 M/S/Approved w/ correction (VP Allen abstained)

2. President’s Report (VP Villanueva for Dr. Perez, who is at a District meeting)
   a. VP Villanueva is clearing one day of his schedule per week to focus on Accreditation.
   b. Administrative Services created a 5-year Technology Plan in 2010. It is considering whether to do another 5-year plan or a 3-year plan to align with the District’s schedule. This will be discussed at the next College Council and PROC meetings.
   c. Dr. Lee reminded the committee that 5-year plans should be reexamined every year to see if progress is on target. One approach would be to revise as required and maintain as a “rolling plan”, i.e. the 2014/15 five-year plan is updated to become the 2015/16 five-year plan and so on. This method will avoid leaving a daunting amount of work to accomplish in the last year of a 5-year plan.
      • Sub-categories of five-year plans, for example the Facilities Plan and the Technology Plan, should be aligned with the Master Plan.
      • It’s crucial to document all work done on the planning process for accreditation purposes.

3. ALO’s Report
   a. The District Office is still working on scheduling the ACCJC site visits for all 9 campuses.
   b. The ACCJC’s Accreditation Standards Conference is scheduled for April 23 and 24, and attendance is limited to CEOs, ALOs and invited college reps. Event details have not yet been posted on the ACCJC website.

4. Follow-Up Report
   • This is the last time the Follow-Up Report will be on the ASC Agenda. It will be vetted by the Academic Senate prior to sending it to the printer. Sandy and Kelly are wrapping up the evidence links and last minute corrections in preparation for final submission on March 11th. Four copies must be in the hands of the ACCJC by March 13th.

5. Self-Evaluation 2016
   a. ASC ALO/Co-Chairs writing review team - Michael, Danny and Kelly will be meeting on a weekly basis and sending feedback to Standard writing teams.
      • Standard IC and all of Standard IV will be reviewed by Michael
      • Standard 2A, B & C will be reviewed by Kelly
      • Standard III will be reviewed by Danny
      • Standard IA & B writing teams will review each other’s work due to the expertise required for this standard.
b. Matthew Lee presentation on evidence
   • Dr. Lee discussed a sample evidence table presented by Kelly.
   • *Manual…* Appendix C, p. 38: ‘ACCJC Suggested Formatting and Style Sheet’- this is the formatting required for the final report, so start using it now for writing drafts.
   • Danny will send hardcopies of the Manual to ASC members who don’t yet have one. The most current version of the *Manual for Institutional Self Evaluation 2016* (February 2015) can be found at the ACCJC website at the following link: [http://www.accjc.org/all-commission-publications-policies](http://www.accjc.org/all-commission-publications-policies)
   • Never cite the college catalog as evidence. *Cite the proper place in the catalog* to find the evidence; the link should go the page where the evidence is located. The same is true of any document larger than a couple of pages. Always cite the specific section you want the team and Commission to consult.
   • Locate evidence citations at the end of paragraphs. Show the document ID # with a hyperlink to its location. There should be a hyperlink anywhere there is a document ID #.
   • The 25,000 word limit does not include citations or the evidence list.
   • Start with factual conditions of the college, analyze those conditions, and then draw a conclusion about those conditions.
   • Make it easy for the visiting team to understand LAMC.
   • Michael Allen will clarify some of the formatting/style protocols with Jack Pond of the ACCJC.
   • District/Bobbi Kimble will not be vetting all nine campuses for consistency. Michael will bring up this issue for discussion at DPAC.
   • Pay close attention to p. 36 and 37 of the Manual, which indicate the narrative should be written in the “active” voice. One reason for Danny, Kelly and Michael reviewing all the drafts is to help guide the teams to write in one voice.
   • After the final draft is written, the entire document should then be proofed for stylistic and formatting consistency. It was suggested an outside professional editor be hired to do the final read-through.

6. **Next Meetings** *(bi-weekly, CAL Arroyo Room)*
   • March 11, 25
   • April 8, 22

❖ Meeting adjourned: 10:38 a.m.