ACCREDITATION STEERING COMMITTEE
Wednesday, May 27, 2015
9:30 a.m.—10:30 a.m.
CAI Arroyo Room

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

Meeting called to order by Kelly Enos, 9:15 a.m.

1. Review Minutes
   • May 20, 2015 M/S/Approved P. Flood/D. Garza
     Joe Ramirez abstained

2. President’s Report
   • The President has just sent a 5-page Follow-Up Report update as a courtesy to the ACCJC.
   • Dr. Perez will be discussing the budget at the next College Council meeting.

3. ALO’s Report
   • The May 22nd DPAC training with Bob Pacheco
     • attended by Kelly, Zoila, Leslie, Michael Allen and Sarah
     • Bobbi Kimble presented a PowerPoint entitled “2016 Accreditation Update,” which she indicated will be posted on the District’s Institutional Effectiveness webpage:
       https://www.laccd.edu/Departments/EPIE/Pages/Forms-and-Resources.aspx
     • October 7th is the projected deadline for sending our final draft to the BOT subcommittee of Institutional Effectiveness.
     • We may or may not get a visit from the IE subcommittee. If so, it will be after we’ve submitted our final draft.
   • Dr. Perez was asked whether LAMC will be attending the ACCJC meeting June 5th. Matthew Lee said it was not essential to attend but couldn’t hurt.
   • VP Allen asked how to write about Coop Ed. Matthew Lee will do some research on this and get back to Michael and the committee.

4. Self-Evaluation Report
   a. Review of Standard IV draft
      • General comments/suggestions:
        • Generally needs some elaboration and fleshing out. Section 7 is good.
        • Do not cite our own Follow-Up Report as evidence. However, citing evidence from it is ok.
        • It is important for all Standard teams to state upfront, or at least in the analysis and evaluation sections, that we have met the Standard. Everything else follows from there. The Standard language should be echoed in the analysis and evaluation sections. It is not acceptable to state that a Standard has been “partially met.” Substantial gaps must be addressed with an actionable solution. A cautious approach would be to have AIPs (Actionable Improvement Plans), but at the moment there is no clear direction on this from the ACCJC.
Deborah, Pat and Leslie will forward their suggestions for Standard IV to Dr. Perez’s writing team, which will be meeting Monday at 2pm.

- It’s important that all Standard writing teams use the same approach and format. Use the Standard IIB draft as a template to follow (posted under Resources on the LAMC Accreditation webpage: http://www.lamission.edu/2016accreditation/resources.aspx). The general format is:
  1. Statement of the Standard
  2. Bulleted list of evidence of meeting the Standard
  3. Analysis and Evaluation
  4. Evidence
- The ASC made the decision to put evidence citations in 3 locations: at the end of bullet-point evidence paragraphs; at the end of the Analysis and Evaluation paragraphs; indexed at the end of the Standard.
- It was suggested that smaller groups of ASC members get together to review individual Standard drafts prior to assembling the entire Self-Evaluation document.

b. Standard Team Training May 29th – 8:30 breakfast, 9:00am start time
- ASC Co-chairs will share what was presented at the April San Diego conference. Structure and format will be covered and Bobbi Kimble from the District Office will be presenting a 30 minute PowerPoint.

c. Next meeting we will review Standard IIIA.

5. Next Meetings
- Standard Team Training May 29
- ASC meetings June 3, 10

❖ Meeting adjourned: 10:37 a.m.