ACCREDITATION STEERING COMMITTEE
Tuesday, July 14, 2015
2:00 – 4:00 p.m.
CAI Arroyo Room

Present: Michael Allen, Kelly Enos, Pat Flood, Michael Griggs, Sarah Master, Leslie Milke, Deborah Paulsen, Zoila Rodriguez-Doucette,
Absent: Cathy Brinkman, Faith Colt, David Garza, David Jordan, Dr. Monte Perez, Oliva Sanchez-Ayala, Daniel Villanueva
Support: Rod Austria, Susan Ghirardelli, Madelline Hernandez, Darlene Montes, Isabelle Saber, Ludi Villegas-Vidal, Tara Ward
Guests: Ronn Gluck, Matthew Lee, D’Art Phares

Meeting called to order by Kelly Enos: 2:15 p.m.

1. Review Minutes
   • July 7, 2015 M/S/Approved with corrections Paulsen/Rodriguez-Doucette

2. President’s Report (M. Allen for M. Perez)
   • There is a concern that the Self-Report approval deadlines may move forward to accommodate the BOT 1st Wednesdays schedule.

3. ALO’s Report
   • ASC Co-Chair Kelly Enos and Dean Isabelle Saber will be attending the RP Group conference in October in Oakland.

4. Self-Evaluation Report
   a. In response to a question about location of evidence citations, it was agreed that they will be placed in parentheses at the end of every paragraph with substantive evidence.
   b. Review of Standard IIIA (Human Resources) – general comments:
      • Maintain consistency across the Report in formatting, citations and location of evaluations.
      • Aim for a balance between repetition and clarity.
      • Always connect the narrative to the Standard; leave out extraneous information.
      • It’s a good idea to echo the Standard’s language, but avoid quoting it at length directly.
      • It’s important to acknowledge existing negative issues, even while meeting the Standard. In fact, a team is likely to view a self-evaluation that includes only positive observations with suspicion, and for good reason, according to Dr. Lee.
      • If the Standard is not met, there must be an actionable improvement plan.
   c. There was a request by the Standard IIIA writing team for assistance.
      • Send any suggestions on IIIA to the writing team directly and copy Kelly.
   d. Matthew Lee has been retained by the District Office from approximately August 3rd to October 2nd, providing each college with 10 hours of assistance with their 2016 Self-Report. Dr. Lee also has a separate arrangement with LAMC.
   e. The District Office has contracted with Bob Pacheco for District-wide assistance with Accreditation. LAMC is scheduled to receive 8 hours of assistance. The ASC would like to request help with the Quality Focus Essay and also with compliance with Federal regulations and policies.
   f. The next Standard for review at the July 21st meeting should be submitted to the Co-Chairs by Friday, July 17, 5:00 pm. At this time it is undetermined which Standard will be ready for review.

5. Next Meetings
   • July 28
   • August 4, 11, 18, 25
Meeting adjourned: 4:00 p.m.
Transcribed by S. Ghirardelli