ACCREDITATION STEERING COMMITTEE
Tuesday, July 7, 2015
2:00 – 3:30 p.m.
CAI Arroyo Room

Present: Michael Allen, Cathy Brinkman, Kelly Enos, Pat Flood, David Garza, Michael Griggs, Sarah Master, Leslie Milke, Deborah Paulsen, Zoila Rodriguez-Doucette, Oliva Sanchez-Ayala, Daniel Villanueva

Absent: Dr. Monte Perez, Faith Colt, David Jordan

Support: Rod Austria, Susan Ghirardelli, Carlos Gonzalez, Mary Lou Mendoza, Sandy Mine, Isabelle Saber, Ludi Villegas-Vidal

Guests: Matthew Lee

Meeting called to order by Kelly Enos: 2:10 p.m.

1. **Review Minutes**
   - May 27, 2015 M/S/Approved with corrections M. Griggs/O. Sanchez-Ayala
   - June 3, 2015 M/S/Approved M. Griggs/L. Milke
   - June 10, 2015 M/S/Approved with corrections M. Griggs/Z. Rodriguez-Doucette

2. **President’s Report**
   - No report

3. **ALO’s Report**
   a. The next two weeks are crucial for ASC to review written drafts. Our complete draft must be finished by October 15, 2015.
   b. CEOs, ALOs, and Academic Senate presidents received a memo on June 30th titled “Accreditation – New Standards, New Practices” from Barbara Beno, which was briefly commented upon by VP Allen.
   c. When writing to the Standards, remember to reference the DPAC Table of Standards as a tool.

4. **Self-Evaluation Report**
   a. Dr. Lee expressed concern about ASC losing momentum in light of the two cancelled meetings in June. He suggested creating a schedule of submission dates for specific Standard sections.
      - The committee decided that in order for the ASC members to have enough time to review submissions prior to any given Tuesday meeting, the draft(s) should be submitted to the ASC Co-Chairs the previous Thursday by 5pm. The following schedule was created through Sept. 2nd:
        - Tuesday, July 14, 2:00-4:00pm
          - Review of one or more sections of Standard III (Danny, Ronn, Rod, Wally). Draft must be received by ASC Co-chairs by Friday, July 10, 5pm.
        - Tuesday, July 21, 1:00-3:00pm
          - Review Standard IIA (Isabelle, Carolyn Daly). Draft must be received by ASC Co-chairs by Friday, July 17, 5pm.
        - Tuesday, July 28, 1:00-3:00pm
          - Review Standards IA and IB (Leslie, Madelline, Sarah, D’Art). Draft must be received by ASC Co-chairs by Thursday, July 23, 5pm.
        - Tuesday, August 4, 1:00-3:00pm
          - Review Standard IC (MKA, Louise). Draft must be received by ASC Co-chairs by Thursday, July 30, 5pm.
o Tuesday, August 11, 1:00-3:00pm
  ➢ Review balance of Standard III (Danny, Ronn, Rod, Wally). Drafts must be received by ASC Co-chairs by Thursday, August 6, 5pm.

o Tuesday, August 18, 1:00-3:00pm
  ➢ Review Standards as required.

o Wednesday, September 2, 9:00am-11:00am
  ➢ Review Quality Focus Essay (MKA, Kelly, Dr. Perez). Co-chairs must forward draft to ASC members by Friday, August 28, 5pm, for review.

• Other important dates:
  o Friday, October 16, draft is completed.
  o Thursday, November 5, draft is vetted by Academic Senate
  o Thursday, November 19, draft is vetted by College Council

• The committee also agreed to extend the length of ASC meetings to 2 hours until further notice.

b. Review of Standard IIA misc. sections

• One of the co-team leaders for Standard IIA discussed the difficulties involved in requesting faculty team members to participate in working on Standard drafts during their summer vacations. It was decided to postpone review of Std. IIA until the July 21st meeting and move parts of Standard III forward to review next week.

• It was suggested that all writing teams should receive periodic emails of encouragement from the ASC Co-Chairs.

c. The Academic Senate office in the Instructional building will be air conditioned and available for faculty use for Accreditation work on Fridays throughout the summer.

d. Leonard Baptiste will be retired by the time we are assembling the 2016 Self-Study and the college will need to find a replacement. VP Villanueva will talk to the President and see if Leonard might be hired on a limited contract basis for preparing the Accreditation report.

5. Next Meetings
  • July 21, 28
  • August 4, 11, 18, 25

❖ Meeting adjourned: 3:30 p.m.
❖ Transcribed by S. Ghirardelli