

ACCREDITATION STEERING COMMITTEE

Minutes
April 13, 2015
4-5, GC 110

Present: Ken Takeda, Mary-Jo Apigo, Rebecca Tillberg, Phyllis Braxton, Alice Taylor (chairing)

Accreditation Steering Committee Chair

Alice Taylor

ALO, Co-Chair

Bob Sprague

Academic Senate

Adrienne Foster

Administrative Services

Ken Takeda

AFT Faculty Guild

Olga Shewfelt

AFT Staff Guild

Joann Haywood

Facilities

Allan Hansen

Research and Planning

Rebecca Tillberg

Student Services

Phyllis Braxton

President

Nabil Abu-Ghazaleh

Workgroup leaders

Recommendations 1 & 2

Rebecca Tillberg

Recommendations 3 & 4

Mary-Jo Apigo
Luis Cordova

Recommendation 5

Ara Aguiar

Recommendation 6

Kathy Walton
Ken Lin

Recommendation 7

Ken Takeda

2006 Recommendation 13

Adrienne Foster
Olga Shewfelt

- I. Minutes of March 9 approved.
II. Workshop preceding the meeting had a good turnout, with 15 faculty, staff and administrators.
III. Teams on the four standards clusters: Taylor will confirm with Bob Sprague that he has enlisted Buck Stapleton to co-chair II.A. She will add the faculty, staff and deans Sprague named in his March 31 email to the roster.
Takeda noted that he had named Allan Hansen and Lorraine Patriarca to III.B, and Marcus Butler and Nick Dang to III.C. He will ask Hansen and Patriarca to address IIIB together, as their work hours preclude attending the workshops.
There was discussion of the roles of cluster members. While most will be preparing lists of evidence and claims for each standard, and reading drafts as they are developed over the summer, others may serve more as sources of information.
Braxton reported that she is taking specific standards to people in student services to get their input.
Taylor reiterated that the claims list needs to be developed this semester, so that the campus has a chance to respond to it. She suggested that people may need to work alone or in small groups to have lists for each standard by the next workshop (May 11).
IV. The committee reviewed the Self Evaluation Report contents, beyond the responses to each standard.
1. The Quality Focus Essay. The fact that the January 2015 Manual for Institutional Self Evaluation does not include the rubric for the QFE (present in the February 2015 edition) was noted, as well as that the Guide for Evaluating Institutions predates the current standards. Taylor reported that the URL for the January edition was reused for one of the February editions. The committee was confused by the instructions to base the QFE on "areas coming out of the institutional evaluation" while still engaging in "the continuous cycle of data analysis, planning, resource allocation, and evaluation." The committee concluded that our QFE should deal with the most pressing goals of the Educational Master Plan.

Meetings for 2014-2015: July 28, August 11 and 25, September 8, October 13, November 10, December 8, January 12, February 9, March 9, April 13, May 11, June 8



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2. The Introduction can be an update of the history section of the 2012 Self Study. Braxton and Apigo suggested asking IT to change the PDF of the 2012 Self Study to a Word document.
3. Org charts will have to be updated. Tillberg recommended asking each Vice President to update the chart for his/her area.
4. Compliance with ERs will have to be addressed regulation by regulation.
5. Compliance with Commission Policies is to be addressed within the responses to the standards, but some policies are called out for separate attention. Taylor noted that the list of such policies has been changing as the Commission has updated the Guide.
6. Responses to recent recommendations will draw heavily on the Midterm Report.
7. Changes and Plans Arising out of the Self Evaluation Process: after some discussion, the committee settled on noting changes that we recognize as needed as we work on the Self Evaluation Report. For example, Takeda has brought the issue of a Single Point of Failure to the District Technology Committee as a result of his work on the Report. On the other hand, we should not think that we need such changes or plans for each section of the Report; since our processes are robust, we have already identified areas in need of action.
8. Apigo noted that the Presentation of Student Achievement and Institution-Set Standards has been added to the Guide in its February edition. There is a template for this material.

V. Evidentiary Information

The data cited in the Guide under this heading should be used in the preparation of the Self Evaluation Report, and need to be entered into the evidence/claims lists.

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