

ACCREDITATION STEERING COMMITTEE

Accreditation Steering Committee Chair
Alice Taylor

ALO, Co-Chair
Ara Aguiar

Academic Senate
Adrienne Foster

Administrative Services
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Kenneth Taira

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Mary-Jo Apigo

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Ken Lin
Susan Trujillo

Standard IIC

Michael Goltermann
Angel Viramontes

Standard IIIA

Hansel Tsai
Kimberly Manner

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Kevin Considine
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Marcus Butler
Nick Dang

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Iris Ingram
Olga Shewfelt
Rasel Menendez

Standard IV

Olga Shewfelt
Adrienne Foster
Fran Leonard
Antoinette Simpson

Minutes

Oct. 19, 2015

3-4:40, Winlock

Present: Michael Goltermann, Mary-Jo Apigo, Adrienne Foster, Ken Lin, Bob Pacheco, Ara Aguiar, Kim Manner, Rebecca Tillberg, Fran Leonard, Eric Ichon, Nancy Sander, Iris Ingram, Alice Taylor (chairing)

- I. Approval of agenda
- II. Minutes of Sept. 14, 2015 postponed to Nov. 3
- III. Releasing Draft Self-Evaluation Report

Kim Manner asked for volunteers to read sections of the responses to the Standards. Eric Ichon took III. Adrienne Foster took IV, and Manner agreed to ask Fran Leonard (who had left the meeting) if she could also read IV. Michael Goltermann took IIC, IA and I C. Nancy Sander took IB, IIA and IIB. Manner asked them to do the following as they read:

1. Identify changes due to the self evaluation, future plans, and links to the QFE. There is a file for changes and plans in Dropbox they could use, or they could just email Manner.
2. Identify things that are missing, such as evidence. Bob Pacheco suggested that in checking whether analysis and evaluation is complete, readers should expect us to be saying one of three things: the College is doing OK; we can use our current structures to make needed changes; or we need to make bigger changes. Readers should also make sure the standard itself is addressed.

In reviewing the other elements of the report, the committee made plans to fill the few gaps. Pacheco will finish the Commission Policies section. Ara Aguiar will follow up with Kimberly Davillier on the org charts. Taylor will draft the analysis of College/Division responsibilities, using the 2012 Self Study, and Iris Ingram will review it.

A workgroup was formed to review the QFE: Adrienne Foster, Manner, Mary-Jo Apigo, and Rebecca Tillberg will meet Wednesday afternoon and Thursday morning to review the narrative and finish appendices B and C, which include timelines. Pacheco stressed that only the first couple of years need detail. Taylor will enter the information she has received on EMP progress into the appendices before Wednesday.

- IV. Plan for review of Self Evaluation Report

Meetings for 2015-2016: July 14, July 28 and August 11, 12-1:30.
September 14, October 19, November 3, December 14, January 11, February 8,
March 7, April 11, May 9, and June 13, 3-4:30.

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The Committee reviewed the timeline in depth. Since the sign-off sheet is not required until the Board meeting at West on Dec. 9, Taylor suggested that the Senate could vote on the report at its Nov. 23 meeting. Foster favored a vote at the Oct. 27 meeting, with the understanding that the Senate would be approving the substance of the report. If Matthew Lee's review (Oct. 26-Nov.1) or the Board's Institutional Effectiveness Committee's meeting Nov. 12 result in substantive changes, the Senate could consider the report again on Nov. 23.

Taylor reported having told a recent meeting of the Faculty Guild that the report was still somewhat fluid and that they should watch for announcements of new drafts. The Guild will meet again before Nov. 25, when the report is due for the Board packets.

Michael Goltermann agreed to contact ASO president Sebastian Rodriguez about arranging a student discussion of the report. Foster recommended that he seek broader student participation by asking Rodriguez to include representatives of student clubs.

Taylor expressed concern that the Leadership Retreat has been postponed, and the Committee developed a plan to devote the Spring Summit to accreditation matters. Apigo agreed to bring the proposal to the Student Success Committee, which arranged the previous Spring Summit.

Aguiar agreed to arrange community review of the report in conjunction with the president's office.

The District has arranged for Matthew Lee to review the report. He expects it Oct. 26 and will give his feedback by Nov. 1. Other campuses recommended that we specify what we need his feedback on: the Committee agreed that we want his opinion on whether we have addressed each Standard and on the quality of the evidence.

Since the BoT Institutional Effectiveness Committee will have the report well before its Nov. 12 meeting, Foster asked that the College president request feedback before the meeting, noting our tight timeline.

V. Remaining work for SER

Ken Lin is working on the evidence. He needs to make sure the documents are consistently named throughout the report.

A discussion of the architecture of the report ensued. Lin will need to design a web page for the report and its evidence, and mirror it on a flash drive so that the evidence is available off line. Manner called his attention of appendix J of the

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Manual. Taylor noted that the Commission requires the report in Word. It was decided that there is not enough time to provide anchors within the evidence; readers will have to navigate by page, section or line numbers.

Manner reported that Michelle Long-Coffee needs the report by Nov. 18 to have a formatted version to send to the Board by its Nov. 25 deadline. We need to indicate any sections we want pulled out for highlighting. She will insert photographs.

Taylor noted that the Commission only requires one printed copy. The Committee agreed that visitors should be sent printed, bound copies.

VI. Preparation for Visit March 7-10

- a. Bullet-point update to accompany SER Jan. 7
- b. Bullet-point update for visit March 7
- c. Informational sessions for campus—the Spring Summit, the Friday before Spring classes start. Manner and Apigo offered to prepare a site visit primer like that made by Pasadena City College.

VI. The Committee adjourned to Nov. 3, when the main agenda item will be preparation for the BoT IE Committee visit Nov. 12. Lee's feedback will also be available then.

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