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(Vacant)

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(Vacant)

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Marcus Butler

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**Standard IIID**

Iris Ingram

Olga Shewfelt

Rasel Menendez

**Standard IV**

Olga Shewfelt

Adrienne Foster

Fran Leonard

Antoinette Simpson

**Minutes**

Monday, February 13, 2017

GC 210K

**Present:** Aracely Aguiar, Jeanene Ames, Mary-Jo Apigo, Adrienne Foster, Michael Goltermann, Eric Ichon, Iris Ingram, James Limbaugh, Kimberly Manner, Joachim Morera (Acting), Rebecca Tillberg, Maria Yanez

The meeting was called to order at 3:07 pm.

I. Approval of Agenda—Agenda was approved.

II. Approval of Minutes of the November 14, 2016 Meeting—Minutes were approved.

III. Informational Items

A. ACCJC Training for Visiting Team Members (R. Tillberg)— R. Tillberg reported that she learned at ACCJC site team training that federal scorecard methods and benchmarks are the standard by which ACCJC will measure institutional effectiveness. IPEDS and C-RAC data will be included in future evaluations. ACCJC is holding colleges in multi-college districts to a single standard. A. Aguiar reported ALO training that she attended focused on federal guidelines. The parameters are different for federal and state scorecards.

B. ACCJC Proposed Policy Changes— Proposed changes on policies are available on the ACCJC website. Comments on the proposed changes should be sent to ACCJC prior to the April 15 deadline. A. Foster reported Senate bylaws are all moving to the direction of Accreditation.

C. CODA Site Visit (February 23-24)— A. Aguiar reported Commission of Dental Accreditation visit is next week. Vice Presidents should have notice of meeting. CODA is focusing on narrow details: job titles, license, and expertise required for the position. C. Dones reported formal minutes requested of meetings held at department level to evaluate curriculum.

IV. Progress Reports

A. Progress on College Recommendations (R. Tillberg, A. Aguiar, E. Ichon, J. Limbaugh)—

Recommendation 1: R. Tillberg reported that Program Review data is available online and divisions are to talk about their data in order to evaluate course completion and success rates. Data disaggregated at the course level is available for all academic units. Data disaggregated by ethnicity will also be evaluated at the Leadership Retreat on May 5. This data is regularly evaluated by the equity committee and as part of the equity plan.

Recommendation 2: A. Aguiar reported Academic Affairs continues to develop syllabus templates that need to be sent out to the chairs to disseminate for their implementation. A rubric will be approved to support department chairs in evaluation of syllabi elements mandated by ACCJC and Board Rules. The templates will have restrictive access and protect components to prevent modification of required elements.

Recommendation 3: E. Ichon reported that the Distance Education Committee will propose the following motion to Academic Senate: "Online and hybrid courses without required Distance Education Approval and Distance Learning Strategies forms will be cancelled unless the required forms are submitted to, and approved by, the Curriculum Committee prior to the semester the course is scheduled for." All efforts are being made to work one on one with faculty in order to provide support in the process so it is correctly uploaded into ECD.

Recommendation 4: J. Limbaugh reported the IEPI PRT (Institutional Effectiveness Partnership Initiative Partnership Resource Team) meeting has been rescheduled for May 9<sup>th</sup>, in an effort to assist with developing and implementing a process for evaluating the administrative structure of the college. He anticipates the PRT will send their recommendation to the college during the summer. J. Limbaugh interprets the ACCJC recommendation to include academic structure.

B. Progress on QFE Goals (R. Tillberg, M. Apigo, J. Ames)—

Project 1a: R. Tillberg reported there is a curriculum handbook for establishing programs.

Project 1b: There is a calendar for evaluation of Educational Master Plan. The structure is in place to support evaluation and alignment with District strategic plan. The college will begin developing key performance indicators.

Project 1c: The annual joint meeting of the Budget Committee and PIE fulfills the goal.

Project 1d: The college has set its Institution Set Standards and has folded evaluation of those standards into Program Review.

Project 2: M. Apigo provided a written report on projects 2 and 3 (attached). She reported both student services and administrative services have been conducting SAO assessment in their departments. The SLO committee is implementing the recommendation to have an SAO

Facilitator each for Student Services and Administrative Services. M. Apigo reported working with SLO Coordinator to strengthen assessment as well as dialogue. Implementation and roll-out of TracDat resulted in questions being included in SLO assesment form. The college is using TracDat for both SLO Assessment and Program Review.

Project 3: In Fall 2016 the Professional Development Coordinator position became vacant. The Professional Learning Hub (PLH) Coordinator selected in Spring 2017 is assisting in identifying local College experts to receive train-the-trainer training. The PLH Coordinator and local college trainers will support faculty as they implement one of the evidence-based, learning centered strategies. The PLH Coordinator is designing venues for sharing out of newly developed and implemented teaching and strategies such as Focused Inquiry Groups (FIGs), Tech Fair workshops, Faculty Poster Showcase, and recording faculty discussions to create a video repository of teaching and learning strategies.

V. Continuing Business

A. Budget Center for Accreditation (A. Aguiar)— A. Aguiar reported the need for an Accreditation cost center. J. Limbaugh recommended a proposal be done to help create this budget. I. Ingram reported tracking expenses labeled for Accreditation can be used in setting up budget. A. Aguiar will work with R. Menendez to create a budget for Accreditation.

VI. New Business

A. Integrated Planning (J. Limbaugh)— J. Limbaugh reported plans for integrated planning that lead to strategic positioning. He plans to have campus-wide discussions to ensure budgeting is linked to planning.

B. Community Relations (B. Sprague)— Not present.

C. Programmatic Accreditation (C. Dones)— C. Dones reported that three programs in her area will be seeking programmatic accreditation. A new law requires Pharmacy Tech to accredited. Medical Assisting and Dental Assisting also require programmatic accreditation.

Meeting Adjourned at 4:40 pm.

Next Accreditation Steering Committee meeting: March 13, 2017 at 3:00 pm in GC 210K

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