

Accreditation Steering Committee (ASC)
Approved Minutes
August 31, 2010
3:30 p.m. - 5:00 p.m.
Collins Conference Center

Attendees: Nan Gomez-Heitzeberg, Kate Pluta, Joyce C. Ester, Hamid Eydgahi, Ann Morgan, Klint Rigby, Kirk Russell, LaMont Schiers, Bonnie Suderman, Bernadette Towns, Rene Trujillo, Kimberly Van Horne, Miranda Whipple

Absentees: Sue Granger-Dickson, Loy Saldarda, Rachel Vickrey

The purpose of the meeting today is to determine “where we start” and “where we want to be” with the collection of information and evidence for each Recommendation and Future Planning item listed in the Mid-Term Report.

1. Rubrics - The Mid-Term Report under Rubrics (pg. 3) is titled, “Evaluating Institutional Effectiveness - Part I: Program Review”. This matrix is a sample of how we need to reach the highest level of “sustainable continuous quality improvement” status.

Planning (pg. 27) Standard IV: Leadership and Governance is a sample of a standard that is partially done (where “sustainable continuous quality improvement” status) needs to be met by gathering information and evidence.

An organizational chart was discussed at the last KCCD Administrators Retreat that lists descriptive information regarding BC campus functions.

Action: Nan Gomez-Heitzeberg will check if one is completed and available for distribution from the KCCD website.

2. Mid-Term Report/Quarterly Report/October Meeting - A quarterly report is given by Greg Chamberlain regarding campus accreditation updates to the Board of Trustees. The status report is given in a 5 minute presentation that includes information from each KCCD campus. The deadline for the next quarterly report to the District is September 27 for the October Board Meeting.

The screening committee discussed ideas on what may be included in the summary report that Greg Chamberlain will present. The suggestions are: the name of the committee responsible for the evidence, the name of the contact regarding submission of the evidence, and copies of back up information (agendas, minutes, and reports).

Handouts: Kate distributed a sample of the San Diego City College Self-Study Timeline. The handout will be helpful when reviewing the Future Plans component of the Mid-Term Report in developing a condensed format.

3. Determine Next Steps - The Accreditation Steering Committee decided to delegate each Recommendation to a key point person. That person will gather evidence and write a paragraph reporting the status of the Recommendation assigned to them. The reporting person will have a checklist of questions to answer, to include: “not started”, “in progress”, “completed”, and “what is the next step?” That person will also be asked to attach the evidence or indicate what they are doing to obtain the evidence for each Recommendation. **Action:** Committee members that receive an email to collect evidence and write a status summary will submit the information to the Accreditation Steering Committee by September 10, 2010.

Action: **Kate Pluta** will submit a template that includes the Recommendation questions to the individuals listed below.

Recommendation 1: Unit Planning and Program Review - Ann Morgan and Diana Kelly

Recommendation 2: Student Learning Outcomes - Nan Gomez-Heitzeberg, Bernadette Towns, Diana Kelly, Ann Morgan, Bonnie Suderman, and Joyce Ester

Recommendation 3: District Planning - Greg Chamberlain

Recommendation 4: BC Strategic Planning - Greg Chamberlain, Corny Rodriguez, Nan Gomez-Heitzeberg, Ann Morgan, and Diana Kelly

Recommendation 5: Library/Counseling - Bonnie Suderman and Joyce Ester

Recommendation 6: Staffing Needs - Joyce Ester, Nan Gomez-Heitzeberg, Abe Ali, Ron Kean, and Corny Rodriguez

Recommendation 7: Professional Development -Corny Rodriguez, and Greg Chamberlain

Recommendation 8: Adjunct Faculty Evaluations - Nan Gomez-Heitzeberg and Joyce Ester

Recommendation 9: Code of Ethics - Greg Chamberlain

Recommendation 10: Facilities - LaMont Schiers

Recommendation 11: Budget Allocation Model - Greg Chamberlain

Recommendation 12: College Council - Greg Chamberlain

Recommendation 13: Board of Trustees - Greg Chamberlain

Recommendation 14: Decision Making Map - Greg Chamberlain

Next Meeting: Review San Diego timeline; discuss recommendations (to Greg) for participation in the next Self-Study training. The training is scheduled for September 20 from 9:00 a.m. - 3:00 p.m., location TBD.