

Accreditation Steering Committee (ASC)

Approved Minutes

March 1, 2011

3:30 p.m. - 5:00 p.m.

Collins Conference Center

Attendees: Hamid Eydgahi, Sean Hill (SGA General Council), Joyce Ester, Nan Gomez-Heitzeberg (co-chair), Diana Kelly, Becky Mooney (co-chair), Ann Morgan, Kate Pluta (co-chair), Kirk Russell, LaMont Schiers, Bernadette Towns, Renee Trujillo, Rachel Vickrey

Absentees: Sue Granger-Dickson and Bonnie Suderman

1. Review and approve February 15, 2011 minutes

- The minutes dated February 15, 2011 were reviewed and approved with minor changes that include the following: Becky suggested the mention of Cabrillo College and West Hills College for their outstanding Self-Study reports.
- The 'training for chairs' item number 5 reads "Nan suggested that administrators go back and review the email sent from Greg regarding the faculty he assigned for each committee." The word *faculty* needs to be changed to 'administrators.' The last sentence in item number 5 that reads "Then send an email to the faculty members listed as duplicates..", is to be made an action item that reads: Becky is to send an email to the faculty members listed as duplicates on the list of standards to ask them which they would be most interested in.
- Number 4 'Review status of SEC' under Standard II.A. Instructional Programs lists Dawn Dobie - Gen Ed. (may be able if she has a back-up) is written incorrectly. It should read Dawn Dobie - Gen Ed. (is not able to participate)
- Number 7 'Things to think about' 1. Ann suggested using SharePoint.. is to be changed to "Ann is suggesting a strong consideration to using SharePoint when deciding on the software for the ASC website."

2. Report on action items from February 15, 2011 meeting

a). Kate presented the philosophy statement to Academic Senate Executive Board, which provided feedback. They asked for the meaning behind the first sentence of the last paragraph that reads, "The committee identifies and evaluates problem areas." The committee reviewed the feedback and made minor changes to include in the discussions with the Academic Senate on Wednesday and College Council on Friday.

- b). Becky will contact Corny Rodriguez to suggest names to serve on the financial committee - was not addressed in this meeting.
- c). Becky contacted Nick Strobel and Nick said he wanted to be on all three of the committees but would not chair any of them.
- d). Becky sent out another 'call out' email to recruit for the remaining open committee positions for Physical Resources, Financial Resources, and Instructional Programming.
- e). Copies of the Standard packets were distributed to ASC committee.
- f). Becky sent an email to the faculty members listed as duplicates for each standard to ask them which they would be most interested in serving.
- g). SGA will send a list of students interested in serving on a committee to ASC - this was not addressed in this meeting.

3. Website - Update

Kate met with Dave Barnett and Todd Coston to discuss the website expected to be up and running as soon as possible. The plan is for everything to be available electronically (minutes, ASC and SEC documents and working documents, other campus documents) etc. Several options were discussed on how to proceed in the most efficient way possible for public and campus access. Dave is going to set up a pilot website through SharePoint to work from first using ASC & SEC documents that will be password protected. This software will allow many users to work from the same document. The public page portion of the website will have general documents that are not password protected. Once the website is up and running the SharePoint documents will be available for accreditation site visitors to have access.

4. Philosophy Statement - Update

Academic Senate gave feedback regarding the 'highlighted' sentence in the philosophy statement (hand out) that says, "The committee identifies and evaluates problem areas." Kate asked for suggestions regarding the meaning of the sentence.

The discussion of changing the sentence to "evaluates organizational challenges" in place of "evaluates problem areas" was suggested. Also, using samples of the type of organizational challenges, such as keeping the public folders updated was said to indicate opportunities of improvement.

The third sentence in the second paragraph of the philosophy statement reads, "The ASC uses evidence gathered by the college community to identify areas in

need of improvement and makes recommendations...” clearly identifies the meaning of the first sentence of the last paragraph highlighted in the statement. A suggestion to take out the highlighted sentence was discussed.

The need of an internal college community organizational system that could be utilized by each department was identified as a good way to address ‘organizational challenges’. SharePoint has this capability, although implementation of this type of model would be addressed in the future. Both Cabrillo College and West Hills College websites will be reviewed as a template as we continue to work through the BC pilot.

Another important discussion point involved the committee reviewing options in future meetings to the type of evidence that will be used, and where it will be available, as stated in the last sentence of the second paragraph in the philosophy statement.

5. Review status of SEC

Review of the handout (excel spreadsheet) of the last page of the document listed faculty by department. Most of the departments on campus can be accessed by using the ‘employee directory’ on the BC website.

Action: Becky will work with Nan to review the names of departments and include which departments will need to be added to the list.

The three areas that have not identified a co-chair are Instructional Programs, Physical Resources, and Financial Resources. A discussion of the diversity of volunteers involved in the SEC committee is reviewed by the site visit team, indicating the importance of recruiting people from many departments. A suggestion to recruit face to face may be more effective in filling these positions.

6. Review of Standard Packets

Packets of each standard were handed out to the ASC committee for review. IIA. Instructional Programs is one of the largest standards and should include at least two CTE faculty volunteers. The worksheet for IIA. consists of questions that need to be answered from page 8 through 17 by the SEC committee. An example of what the SEC committee will have to discuss is found in question number 1 on page 8 asks, “How does the institution fit the study?”. Hamid answered by stating that on the CTE side in the program review every other year a gap analysis is prepared that includes demand of employers in the community. The number of questions and amount of work indicates the urgency to recruit more individuals to the three standards without co-chairs.

Action: Nan will ask the deans to work with chairs to more directly recruit people from the departments that are not included on the list.

The possibility of a large group encouraging some to drop out leaving the remaining individuals to do all the work was discussed. Who decides the number of people on a committee? Becky said that many people signed up during opening day. An email from the co-chairs of the committee will have to decide the number of people involved in each SEC committee.

7. Training - Schedule/Timeline

The matter of scheduling training and timeline was discussed for the SEC committee co-chairs. The question of the assigned administrator getting trained in lieu of the vacant co-chair positions was discussed although the idea was thought to raise other issues, and it was decided that filling the vacant positions were necessary.

Other events on campus should be taken into consideration when scheduling training dates. A suggestion for a monthly calendar of campus events is needed to aid with future scheduling. The committee agreed that Monday, Thursday, and Friday would work for training dates and times.

Action: Kate and Becky will decide on possible dates and times and send to the ASC committee. Becky will also send out the agreed dates and times to the co-chairs of each committee.

Action: Kate will put together a training script and timeline together and send to the committee.

8. Things to think about

- a). Next meeting - Unit Plans, Program Reviews, Budget - the committee is going to discuss how to integrate all three of these areas.
- b). Planning Agendas - Rachel sent out worksheets for training. She suggests the committee think of 10 things that could be changed. The co-chairs will need to discuss evidence collection for the challenging problems on campus. Rachel indicated that one group should be looking at the consideration and collection of evidence. The goal is to have 10 planning agendas completed by September, 2011.

The question of who recruits district personnel was asked. Nan said the Vice Chancellor at the district, with the help of the campus President, recruits individuals. The co-chairs of these committees will have to work with all three campuses.

Action: Nan will talk with Greg regarding recruiting volunteers from the District level.

Next Meeting: Tuesday, March 8, 2011
 3:30 p.m. - 5:00 p.m. in Collins Conference Center