

Accreditation Steering Committee (ASC)  
Unapproved Minutes  
March 29, 2011  
3:30 p.m. - 5:00 p.m.  
Levinson 40

Attendees: Nan Gomez-Heitzeberg (co-chair), Sue Granger-Dickson, Diana Kelly, Becky Mooney, Ann Morgan, Kate Pluta (co-chair), Kirk Russell, LaMont Schiers, Bernadette Towns, Rene Trujillo, Rachel Vickrey

Absentees: Joyce Ester, Hamid Eydaghi, Sean Hill (SGA General Council), Klint Rigby, Bonnie Suderman

**1. Review and approve March 8, 2011 minutes**

- The minutes dated March 8, 2011 were reviewed and approved with minor changes:
- Change Kurt Russell to Kirk Russell
- Number 5. Data on program review; currently reads “Kate discussed the handout of program review to include”. Change to “Kate discussed the ACCJC program review handout to include.”

**2. Report on action items from March 29, 2011 meeting**

- a). The issue of recruiting 3 SEC co-chairs has been resolved.
- b). Becky was unable to get a hold of Steve Hageman. The SEC group for IIA. Instructional Programs will recruit additional members, as needed.
- c). Becky contacted Bernadette Towns and she will be bringing a list of Assessment Committee members to today’s meeting.
- d). Nan will send Becky the 2009-10 Leadership Academy committee member names. This action item has not yet been completed.
- e). A total of 4 training sessions for the SEC committee co-chairs were scheduled and one individual meeting was planned.
- f). A training script has been prepared and will be revised based on feedback from the co-chair training sessions. Kate will send the revised script to the ASC committee and SEC co-chairs. This action item has not yet been completed.
- g). Nan will review the email sent from Greg to recruiting volunteers from the District level. This action has not yet been completed.

- h). Vickie reviewed the process and a form does not exist for FCDC to review and provide recommendations for Unit Plans.
- i). Diana has sent a copy of the Program Review comments to the ASC committee.
- j). Kate spoke with Janet Fulks and Janet Oldham, and there are no policies and procedures written for curriculum review.
- k). Vickie sent the form to the ASC committee regarding faculty position requests.
- l). Kate spoke with Nan regarding an additional ASC meeting. The remaining scheduled meetings of the semester are: March 29, April 12, April 26, and May 10.
- m). Kate sent out an email regarding training to the committee.
- n). All 3 SEC faculty co-chairs have been recruited.
- o). Sue modified the strategic planning handout.

Action Items of March 29, 2011:

**Action: Nan will send Becky the 2009-10 Leadership Academy committee member names.**

**Action: Becky will send out all scheduled co-chair training dates to the SEC committee co-chairs.**

**Action: A training script has been prepared and will be revised based on feedback from the co-chair training sessions. Kate will send the revised script to the ASC committee and SEC co-chairs.**

**Action: Rachel to speak with Kimberly Van Horne regarding a form template of procedures, instructions, and training for focus groups.**

**Action: Ann will research campus websites for a template of campus communication reporting for program reviews.**

**Action: Becky will ask Klint Rigby if he is interested in being added to the committee.**

### **3. SEC update - Becky Mooney**

Becky reported that all SEC co-chair positions have been filled. Additional people have been added to SEC committees: Jennifer Johnson to Instructional Programs, Phil Whitney to Physical Resources, and John Hart to Financial Services.

All SEC co-chair teams have been trained and the script will be revised based on feedback notes from these training sessions. The co-chairs will be meeting with their committees; and a meeting has been scheduled with Bonnie Suderman and the subcommittee co-chairs on April 29, 11:30 - 12:30. The co-chairs were told they can recruit additional people for their committees as long as the names are sent to ASC for approval.

### **4. Calendar for remaining meetings of the year - Kate Pluta**

A few things we should think about for the remaining time left this semester:

- 3<sup>rd</sup> Quarterly Report
- Moving forward with Program Review (receiving feedback from FCDC, College Council, the Budget committee, and the Senate)
- Schedule Flex training for August
- Additional SharePoint training from Todd Coston. Developing forms that co-chairs fill in through the SharePoint program.

Assessment was discussed with some suggestions as to what important data should be reviewed and what reports currently exist for providing training and workshops. A suggestion was made to schedule a workshop with Ann Morgan and the Assessment Committee for this purpose. Also, to consider bringing focus groups together for conducting surveys; incorporate questions that SEC sub-committees could include in these surveys; and using forms to receive feedback regarding problems, should all be a part of the workshop.

### **5. Program Review**

A draft of the Program Review Process (PRP) Kate handed out is a result of discussions linking program review, budget processes, and planning. The Integrated Program Review would provide strategies for each department on how to complete comprehensive program reviews that incorporates the mission of the college, and how to better communicate to all departments on campus. For example, Basic Skills fit into other departments besides Academic Development, such as Math, English, and ESL. The idea is to get all departments to communicate with each other on how to improve student success. To streamline the process and to avoid all being due at the same time, each program review can alternate each year, such as English. They would

participate in both the Basic Skills and General Ed/Transfer Integrated Program Reviews.

Feedback needs to be provided from College Council and a process for feedback needs to be implemented annually. A suggestion was made for a yearly campus report to be distributed to College Council and Budget Committee, so that it can be communicated to the campus. The report would include themes, issues, resource requests, and priorities from the year's review.

Another suggestion was made to include 'best practices' on the annual form from each department. The departments might also include the top three strengths of their department and why, with suggestions as to how other departments can use these suggestions. Best practices could also include a list of questions that ask about department processes that could be used by other departments on campus related to the College mission.

Concerns were also discussed regarding the amount of work for the IEC committee with the implementation of the new process, and with changing the IEC Committee name to Program Review Committee. A suggestion was made to change the name Integrated Program Review (IPR) committee instead.

Next Meeting:            Tuesday, April 12, 2011  
                                  3:30 p.m. - 5:00 p.m. in Collins Conference Center