**Ventura College**

**Accreditation Steering Advisory Group**

**10/6/2021 | 3:30 PM – 5:00 PM**

**Meeting Notes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member** | **Role** | **Attended** | **Member** | **Role** | **Attended** |
| Dan Clark | Co-Chair; ASP | X | Kimberly Hoffmans | President |  |
| Tatiana Lawler | Co-Chair; CS | X | Jennifer Kalfsbeek-Goetz | VPAA |  |
| Lisa Putnam | Co-Chair; Dean | X | Damien Pena | VPSS | X |
| Sebastian Szczebiot | Classified Senate | X | Cathy Bojorquez | VPBS |  |
| Felicia Torres | Classified Senate |  | Peter Sezzi | Co-Chair Curriculum | X |
| Orlando DeLeon | Director, FMO | X | Stephanie Branca | Co-Chair BRC | X |
| Grant Jones | Director, IT | X |  -- Vacant -- | ASVC Student Rep. |  |
| Susan Royer | College Svcs  |  | Matthew Moore | DE | X |
| Gaby Asamsama-Acuna | Registrar |  | Ali Olson-Pacheco | DE |  |
| Libby Fatta | Assoc. Students |  | Sharon Oxford | DE | X |
| Jeanine Day | Fiscal |  | Kaela Casey | Librarian | X |
| Phillip Briggs | Dean | X | Boglarka Kiss | Dean | X |
| Leticia Canales | Dean | X | Debbie Newcomb | Dean |  |
| Felicia Duenas | Dean |  | Jesus Vega | Dean | X |
| Bernard Gibson | Dean | X |  |  |  |

**Meeting Notes:**

**Public Comments**

CPC is setting a goal to help facilitate all committees moving to Board Docs. ASAG will begin using Board Docs for its Agendas and Meeting Minutes

1. **Reviewed ISER Timeline Review in Terms of New Process**

During October 2021: Senates discuss the direction of our 2023 QFE. We agreed that our QFE will reflect two or more of our existing (major) work plans that the college has already started (i.e., Equity Plan, Guided Pathways Plan, Caring Campus, etc.). We would like feedback from our Senates on which work plans we should focus on, and to gather copies of these work plans and their timelines.

***ISER Drafts Due: October 31st***. ASAG Workgroup Leads should store draft reports in Teams and begin collecting evidence in Teams.

November 2021 we need to ask governance groups to read and comment on our drafts. Please schedule and lead a conversation in one of the November meetings. ***Please ask group to provide feedback*** on “Is this report clearly articulated? Is there any information that we need to add? Is there any missing evidence that you can help us find?”

* Classified Senate meets: November 4th
* Academic Senate meets: November 4th and November 18th
* College Planning Committee meets: November 24th
* Deans & Directors Council meets: November 2nd and November 9th
* Others?

NOTE: VC Accreditation Website needs to be updated now that our website has been revamped. Seb is working on this update for ASAG.

1. **Desired Data Tables for ISER (from IR)**

ASAG recommends that we provide only the basic information asked for by ACCJC (in their most recent Guidelines documentation).

* Descriptive narratives will be written into the report with links to public dashboards, where appropriate. Sample dashboard: <https://www.venturacollege.edu/departments/administrative/institutional-effectiveness/facts-and-dashboards/student-demographics>
* Institutional Set Goals will be provided as part of the ISER data

NOTE: Specific Data Request from Standard IIC: Numbers of comprehensive EdPlans and Number of Abbreviated EdPlans

1. **Update from DCAP on ISER Progress**

Finalized draft of VCCCD timeline has been approved. Functional Map is being finalized and will be approved shortly; going to Senates this week. District portions of the ISER are currently under way and colleges should receive these drafts by the end of October in hopes that college-level governance groups will review them in November (along with the other drafts currently being finalized by ASAG).

Two versions of the Standard IVC (governing board) draft has been presented to Chancellor Gillespie, Chair Chancer, and Vice Chance Kay. The presentation is in hopes of alerting the Board Members of the concerns that have been raised in the section that addresses how the Board is meant to delegate authority to Chancellor. Version 1 reflects our current experiences, highlighting issues recognized by each college. Version 2 is an aspirational version that outlines our hopes for rectifying these issues. We are now awaiting feedback from the conversations that are hopefully taking place with the other Board Members.

1. **Updates from ISER Liaisons and Workgroup Leads**Standard I: Nearly complete; evidence listed.
Standard II:
* Std IIA is underway. P.Sezzi is taking the lead. By 10/16 will be presented to Tech Review for feedback.
* Std IIB is also underway; P.Sezzi is taking the lead
* Std IIC is nearing completion and draft is posted in Teams. Still needs input – see highlights. Individuals have been tapped to respond to the questions that are still out there. DE portions being led by Sharon Oxford

Standard III:

* Std IIIA is being drafted by District, but it has sections that relate to college-level Professional Development. Lisa will connect with Professional Development Committee.
* Std IIIB led by Sue Royer. Group has met and progress is being met.
* Std IIIC underway. Props to Priscilla Mora at MC; she has volunteered to work with districtwide team and writer. She went through this at SBCC and has great insight. Keep it concise and to the point. First draft is in place and is fairly close to being done. NOTE: Teams is not easily used by outside people; District IT is looking into this for the three colleges.
* Std IIID Progress TBD. Meeting scheduled next week.

Standard IV: Progress underway; many sections being developed by DCAP

***Emerging Great Practices:***

* Student participation and Stewards in Guided Pathways. B.Kiss and B.Gibson presented on Ventura College’s approach at a national conference. They will share materials with D.Pena for inclusion into Standard II (or Std IVA?)
* VC’s collaborative Guided Pathways process in general demonstrates strong collaborative transformational work; cross-functional coming together and working together. Guided Pathways committee members should provide input into our Std IVA: Decision Making section.

***Emerging Concerns: None noted***

Again, completion goal: October 31st (all drafts to be posted in Teams)

1. **Reminder: Templates Available (in Teams)**
2. **Hiring Someone to Write/Edit the actual ISER**Release time has been approved for faculty member (maybe overtime for Classified Employee) to serve as an ISER Editor. Approximately 100 hours will be available. Advertising language will be drafted by Exec Team.

ASAG Members are encouraged to consider possible individuals who would serve in this role well; please encourage them to apply for the position when it is announced.

1. **Announcements/Information Items**

None.