**Ventura College**

**Accreditation Steering Advisory Group Minutes**

**9/7/2022 | 3:30 PM – 5:00 PM**

**Zoom:** [**https://vcccd-edu.zoom.us/j/93860859515?pwd=azIxUElvWjRZeXVaeUxKWGRLdmVjQT09**](https://vcccd-edu.zoom.us/j/93860859515?pwd=azIxUElvWjRZeXVaeUxKWGRLdmVjQT09)

Passcode: **572304**

**AGENDA**

1. Call to Order 3:34pm / Public Comments

* Advisory Group Introductions for new committee members.
* L. Putnam, writing for the ISER is winding down, the next step is to begin preparation for ACCJC visits. ASAG’s role is communicating and educating our campus community. D. Clark proposes events so everyone is knowledgeable and familiar in regard to roles and expectations. L. Putnam agrees, and suggests the possibility of a guest speaker.

**2. Discussion Items**

1. L. Putnam reviewed goals from previous year and proposed goals for 2022-2023 Academic Year
   * 1. Submit 2023 Institutional Self-Evaluation Report and associated evidence to ACCJC in December 2022
     2. Update ASAG Webpage with ISER (around October, once approved, and before the commission does the campus visit)
     3. *Update and reorganize the ASAG webpage*
     4. *Prepare VC community for ACCJC’s Core Inquiries process - March 2023 (Questions emailed to campus)*
     5. *Prepare VC community for ACCJC’s Focused Site Visit - September 2023 (Questions asked by in-person team. Public Forum held with site visit)*
     6. Collaborate and coordinate dedicated employee (provisional?) to address website info.
     7. Identify liaison and meeting space for ACCJC visiting team to be during visit; outfit it with necessary equipment and supplies (find/purchase a printer?)

* H. Kim-Ortel asked if the ISER could be edited if the visiting team did not find sufficient evidence had been collected. L. Putnam explained the accreditation process does not allow for such changes. Pending the weight of the issue, the visiting team might include a recommendation in their report to collect additional information/evidence.
* G. Jones recommends hiring a provisional staff member dedicated to accreditation website updates, evidence gathering and details. L. Putnam added the recommendation as Goal #6 for 2022-2023 Academic Year, and shared two updates. First, A. Fredell from district Marketing will manage evidence uploads after they are verified by L. Putnam. Secondly, President Hoffmans requested the recent provisional hire for VC’s Marketing department dedicate time to organizing VC’s Accreditation website.
* S. Oxford inquired about hosting the ACCJC visiting team, how it was done during the last accreditation cycle, and the significance of having had a dedicated meeting space.
* G. Jones agreed and suggested identifying and reserving a space to accommodate the needs of visiting team, including technology. L. Putnam added this as Goal #7 for 2022-2023 Academic Year.
* D. Clark notes that page 21 of the ISER guide outlines the process for ACCJS’s Core Inquiries process and how the Focused Site Visits work.
* Group approves new Goals for 2022-2023 Academic Year. L. Putnam will add the goals to next months agenda and post them on Teams.

**B. Update on ISER Draft (Henny, Dan, and Lisa)**

* Summer redrafting for the district portion was finalized and posted in Teams. Executive team is reviewing and adding additional comments and feedback. It will be sent to the district by September 13th. Draft has also been sent to the Academic and Classified Senates for final review as outlined below.

**1. Final Reviews by Governance Committees**

In spring 2022, both Academic and Classified Senates formally approved the ISER with exception of section, IV.C. T. Lawler said the Classified Senate did first read and discussion of this section on 9/1/22 and would be voting on 9/8/22. D. Clark said Academic Senate reviewed latest version of IV.C. as a discussion item on 9/1/22, and will have it as a 1st & 2nd read on the 9/15/22 agenda. The feedback from Academic Senate is to remove specific Board of Trustee names and reference the full board instead to signify their work as a unit.

1. **Update on Website Posting**

In October the ISER will be posted to our website, complete with corresponding live evidence links. The three colleges worked in collaboration with the district to find a way to upload in a large batch. L. Putnam will keep in a shared folder then A. Fredell will upload.

1. **Evidence Folders Moved**

Two primary folders for the ISER: *2023 Institutional Self Evaluation Report and WORKING Drafts – But includes evidence.*

*2023 Institutional Self Evaluation Report:*

This is a word document, track changes should be on, feel free to fix typos. It’s approximately 250 pages, with all data charts attached. Draft highlights indicate evidence is still needed. H. Kim-Ortel transformed document to one voice, L. Putnam worked on formatting and the live table of contents. There is a lot of white space for editing purposes, when finalized, L. Putnam will pull spacing together to decrease page length.

* *If you want to read the current ISER, it can be found at:*

VC Accreditation Steering Team-> 2023 ISER Report and Evidence->2023 Institutional Self Evaluation Report.docx

*WORKING Drafts – But includes evidence:*

This is all evidence given to Lisa that has not been confirmed yet. Feel free to keep uploading evidence, but please use this Working Drafts folder.

* *When you have additional evidence that you want to drop into the folders, start here:* VC Accreditation Steering Team-> 2023 ISER Report and Evidence-> Files-> WORKING Drafts – but includes evidence-> Select the section of the standard, then drop the evidence in the folder and email L. Putnam to let her know. Once evidence is confirmed, it will get moved to the *ISER Evidence Confirmed folder*.
* *If you want to see who was responsible for each section, it can be found* here:

VC Accreditation Steering Team-> 2023 ISER Report and Evidence->2021 Standard Workgroup Leads.docx

* *If you want to view the timeline, it can be found here:*

VC Accreditation Steering Team-> 2023 ISER Report and Evidence->2020-24 ISER Timeline v2022\_0105.docx

**Announcements/Information Items**

* D. Clark, said P. Sezzi sent updated ACCJC changes. D. Clark recommends we look for opportunities to provide feedback to the changes. L. Putnam will review for the October meeting.
* L. Putnam, recommends that anyone interested should volunteer to be on an Accreditation team. The recommendation must come from the College President, L. Putnam will do a call in October and request that Kim contact the ACCJC with recommendations.

**Next Meeting will be 10//5/222.**

**Adjournment at 5:03pm.**