



## Accreditation Steering Advisory Group

2017-2018 Academic Year

### Meeting Notes

Sept. 6, 2017 ~ 3:00 p.m. – 4:30 p.m.

**Members:** ALO: Kim Hoffmans; Faculty Co-Chair: Eric Martinsen

Vice President of Academic Affairs (Accreditation Liaison Officer and Chair), Vice President of Student Affairs, Vice President of Business Services, Dean of Institutional Equity and Effectiveness, Academic Senate Executive Committee members, ASAG Faculty Co-Chair, Basic Skills Advisory Group Co-Chairs, Budget Resource Council Co-Chairs, Classified Senate Executive Board members, College Planning Council Co-Chairs, Curriculum Committee Co-Chairs, Deans of Student Learning, Facilities Oversight Group Co-Chairs, Institutional Researcher, Librarian, SLO Advisory Group Co-Chairs, Student Success Committee Co-Chairs, Professional Development Advisory Group Co-Chairs, Technology Advisory Group Co-Chairs, Distance Education Advisory Group Co-Chairs, Equity Advisory Group Co-Chairs, SSSP Advisory Group Co-Chairs, CE Advisory Group Co-Chairs, ASVC Representative.

**Guests:** none

**Recorder:** Sebastian Szczebiot

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>	K. Hoffmans called the meeting to order at 3:03 p.m.  Introductions followed.			
<b>B. Public Comments</b>	<ol style="list-style-type: none"> <li>1. ACCJC Update 2017 – Manual for ISER               <ol style="list-style-type: none"> <li>i. Many updates at ACCJC, link to updated Manual is on Agenda.</li> </ol> </li> <li>2. Follow-up Report ACCJC Reminder Letter               <ol style="list-style-type: none"> <li>i. Reminder letter dated Aug 21<sup>st</sup>, response due March 15<sup>th</sup>, 2018 (18 months after visit)</li> <li>ii. Letter does not mention follow up visit to DAC, only follow-up report.</li> </ol> </li> </ol>			

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<b>C. Approval of Minutes: Mar 1, 2017</b>	K. Hoffmans asked for minutes to be reviewed before next meeting.			
<b>D. Announcements/ Information Items</b>	Welcome back to Fall!			
<b>E. Discussion Items</b> <b>1. Review Advisory Group Charge, purpose, and membership</b>	<p>Recommendation to adopt new charge, discussed at March 1<sup>st</sup> meeting.</p> <p>Membership to be updated.</p>			
<b>2. Goals and accomplishments</b>	<p>Kim shared that she will be participating on a Fullerton College visit with Chancellor Gillespie – they will use SharePoint. This may serve as a test for a potential solution to Goal 3 from 2016-17.</p> <p>Goals for 2017-18</p> <ul style="list-style-type: none"> <li>-GOAL1: Include goal 3 from 2016-17</li> <li>-GOAL2: Complete writing and submission of follow-up report with evidence by March 15<sup>th</sup> (combine with the following: <ul style="list-style-type: none"> <li>-GOAL3: Coordinate effort by establishing leads for standards well in advance and to accomplish yearly tasks on 7 year cycle</li> <li>-Leads to approach committee members for report out</li> </ul> </li> <li>-GOAL (to be added to GOAL 4): Taking Notes – training on minute taking to help facilitate evidence collection <ul style="list-style-type: none"> <li>SLOs to be standing item on agendas (to discuss at Dept Chair meeting)</li> </ul> </li> <li>-Need to continue to get Institutional Set Standard out <ul style="list-style-type: none"> <li>-The language needs to be simplified</li> </ul> </li> <li>-GOAL4: create accreditation tips/FAQs/definition of terms/accreditation items to be regularly included on agendas (method and standardization)</li> </ul>			

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<p><b>3. ACCJC Proposed Change to Standard III.A.6</b></p>	<p>Change in Staff and Leadership – with many new hires, the ACCJC staff are reflecting on past practices and making changes to try and better meet current community college needs.</p> <p>Also, ACCJC has invited members to comment on proposed changes to Standard III.A.6 This is the standard that VC was given a noncompliance for. Philosophically, accreditation is to encourage compliance with standards. But emphasis is on results, and typically is not prescriptive. Many colleges have received non-compliance for this standard.</p> <p>SLOs are not to penalize faculty, but rather focus on continuous quality improvement.</p> <p>This standard may very well go away, but not in time for our follow up. There has been a lot of reflection.</p>			
<p><b>4. March 15 Follow-up Report due</b></p> <p><b>a. Timeline (6-year cycle)</b></p> <p><b>b. Review District written draft report</b></p>	<p>Refer to WASC (ACCJC) Seven-year Cycle Timeline</p> <p>The district wrote a generic draft which will need to be made applicable to Ventura College.</p> <p>Specific Draft Suggestions Include:</p> <p>Grant – include how we trained faculty on SLOs. We should go back to what our Standard III.A.6 said. Phil – first three paragraphs are “filler” Kim – second paragraph is matter of fact. Pamela – Second paragraph second sentence: doesn’t make sense without SUOs – is every staff member involved?</p>			

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	Use the ACCJC language that those directly responsible for student learning participated in SLOs...and add SUOs. Paragraph 3...bring in “shared practice” and “collective activity”			
<b>5. Next Steps</b>	Volunteers to lead response: Lynn, Debbie and Eric!			
<b>6. Meeting Takeaways</b>	<ul style="list-style-type: none"> <li>- We have goals</li> <li>- Elected Co chair</li> <li>- Need to know Institutional Set Standards</li> </ul>			
<b>F. Action Items</b>				
<b>1.</b>	Draft to be prepared for October 4 <sup>th</sup> meeting.			
<b>G. Adjournment</b>				
<b>Next Meeting Date:</b>	October 4, 2017 @ 3:00 pm, MCW-312			

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