



## Accreditation Steering Advisory Group

2018-2019 Academic Year

### Meeting Notes

October 3, 2018 ~ 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 – Selected by advisory group), 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

**Attended:** Kim Hoffmans, Eric Martinsen, Sebastian Szczebiot, Grant Jones, Felicia Torres, Debbie Newcomb, Phil Briggs, Tim Harrison, Lynn Wright, Rick Trevino, and Pat Ewins

**Recorder:** Sebastian Szczebiot

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>				
<b>B. Public Comments and Introductions</b>	Program review has been fantastically easier than in the past according to D. Newcomb.			
<b>C. Approval of Minutes: Apr 2018</b>	K. Hoffmans asked for any corrections and/or amendments to the minutes as presented. There were none. Minutes were approved via consensus.			
<b>D. Announcements/ Information Items</b>	<ul style="list-style-type: none"> <li>a. <a href="#">ACCJC Reaffirmation Letter</a></li> <li>1. Submitted Follow-up report in March 2018, which was reviewed at ACCJC June Board meeting – Accreditation was Reaffirmed through 2023</li> </ul>			

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	<p>b. Midterm Report due Oct. 15, 2020</p> <p>c. Comprehensive review due fall 2023</p>			
<b>E. Discussion Items</b>				
<p><b>1. Review ASAG Charge</b></p>	<p>Charge approved in current version. It is clear and concise and delineates that recommendations from ASAG are made to CPC.</p> <p>It was also noted that it would be interesting to map Accreditation Standards across our governance committees and workgroups.</p>			
<p><b>2. Review 2017 – 18 Goals</b></p>	<p>Reviewed accomplishments of previous goals. (See attached 2017 – 18 Goals and Accomplishments Document)</p>			
<p><b>3. Set 2018 – 19 Goals</b></p>	<p>Goal 1 – Determine file organization and taxonomy for use with Share Point. Begin collection of evidence of documenting compliance with accreditation standards.</p> <p>Goal 2 – Inform College Community of resources related to accreditation best practices; including:</p> <ul style="list-style-type: none"> <li>• Accreditation tips</li> <li>• FAQs</li> <li>• Definition of terms</li> </ul> <p>Goal 3 – Evaluate current status regarding our Quality Focus Essay, Beacons of Success and SAIL to success, as well as any identified recommendations from the 2016 Accreditation report (ISER) and site visit.</p> <p>Goal 4 – Map accreditation standards to existing committee/governance structure.</p> <ul style="list-style-type: none"> <li>• Standing agenda items for meetings</li> <li>• Collection and posting of evidence</li> </ul>	<p>1-Goals to be recorded on separate sheet. (Seb) 2 - Student worker to pull recommendations from ISER and External Site Team Evaluation Report.</p>	<p>Before Next Meeting</p>	<p>K.Hoffmans</p>

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	<ul style="list-style-type: none"> <li>• Compile annual summary of activities in relation to accreditation standards (online fillable form/survey)</li> <li>• Update standard group leads</li> <li>• Monitor compliance with posting agendas/minutes</li> </ul>			
<b>4. Review (ACCJC Seven-Year Cycle)</b>	<p>Currently in year 2, after the site visit – “I” through “L” not applicable since follow-up report resulted in reaffirmation.</p> <p>Next step is year 3/year 4 and the midterm report. Report is due October 15, 2020.</p> <p>Next full report with visit is 2023.</p>	Adjust cycle sheet	Before Next Meeting	K.Hoffmans
<b>F. Action Items</b>				
<b>1. Select Faculty and Classified Co-Chair</b>	Eric Martinsen accepted to continuing as Faculty Co Chair and Seb Szczebiot accepted to be Classified Co Chair with Kim Hoffmans as the ALO and Administrative Co Chair.			
<b>2. Remind Committees to promptly post minutes</b>	<p>This needs to be ongoing and up to date.</p> <p>ASAG recommends to CPC to standardize minutes through the making recommendations document based on the following criteria</p> <ul style="list-style-type: none"> <li>-Agenda to be posted 72 hours before meeting online and link distributed via email to committee members</li> <li>-Make accessible minute’s template and train minute takers on how to utilize (perhaps through PD Committee)</li> <li>-Post draft minutes and final approved minutes from previous meeting online within one week of current meeting</li> <li>-Co chairs to ensure that guidelines are followed for each committee</li> </ul> <p>Monitoring website and keeping it up to date is part of an Accreditation standard. Perhaps the leads for this standard</p>	Draft recommendation to send to CPC	November 2018	Co-Chairs

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	can help review progress on implementation of the above. Moreover, across all standards leads can check the committee websites to collect evidence pertaining to that standard, as well as help monitor compliance.			
<b>3. Review 3 meeting takeaway points</b>	1 – Recommendations to CPC should be fully developed before being sent forward 2 – Set goals 3 – Selected co-chairs			
<b>4. Determine Next Steps</b>	<ul style="list-style-type: none"> <li>• Work on recommendation to CPC</li> <li>• Work on 7-year cycle sheet</li> <li>• Pull recommendations from previous cycle</li> <li>• Agendize coming up with leads for standards – and mapping of standards to existing committees and work groups</li> </ul>			
<b>G. Adjournment</b>	E. Martinsen adjourned the meeting at 4:30 p.m.			
<b>Next Meeting Date:</b>	November 2018			