



## Accreditation Steering Advisory Group

2017-2018 Academic Year

### Meeting Notes

October 4, 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 – 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

**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 3:00 p.m.			
<b>B. Public Comments</b>				
<b>C. Approval of Minutes: Sept 2017</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>	<ol style="list-style-type: none"> <li>1. ACCJC Updated 2017 – Manual for ISER</li> <li>2. Follow-up report ACCJC Reminder Letter</li> </ol>			
<b>E. Discussion Items</b> 1. Review Advisory Group charge, purpose, and membership	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			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>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.</p> <p>Add: DCCC Co-Chair</p> <p>Change: "selected by 'advisory group'" (on goals and accomplishments....)</p> <p>Kim: Suggested that tri-chair is a possibility for this group! Pamela stated that we should start with core governance groups first.</p>			
<b>2. Goals and accomplishments</b>	Group reviewed the goals which were drawn from previous meeting minutes, and approved with minimal changes			
<b>3. March 15 Follow-up Report Due</b>	<ol style="list-style-type: none"> <li>a. Timeline (6-year cycle) <ol style="list-style-type: none"> <li>i. Reviewed revised timeline handout</li> </ol> </li> <li>b. Review revised ACCJC Follow-up Report from Workgroup <ol style="list-style-type: none"> <li>i. Workgroup worked on making district response more applicable to Ventura College</li> <li>ii. Group left with one question: are SUO's covered accurately?</li> <li>iii. Advisory group edited and review college response as a group.</li> <li>iv. Group agreed to move this along to the governance committees.</li> </ol> </li> </ol>			
<b>4. Next Steps</b>	<ul style="list-style-type: none"> <li>• Eric will put final touches on College response, this will then be distributed to the group.</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>5. Meeting Takeaways</b>	<ul style="list-style-type: none"> <li>• We finalized membership list and charge</li> <li>• We agreed on goals</li> <li>• We completed draft response</li> </ul>			
<b>F. Action Items</b>				
<b>1. None</b>				
<b>G. Adjournment</b>	E. Martinsen adjourned the meeting at 4:30 p.m.			
<b>Next Meeting Date:</b>	November 1, 2017 @ 3:00 pm, MCW-312			