



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

February 3, 2016 - 3:30 p.m. – 5:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT February 17, 2016 VC-ASC MEETING

- Members:** ALO: Kim Hoffmans, Faculty Co-Chair: Eric Martinsen
 Jack Bennett, Michael Bowen, Phillip Briggs, Colleen Coffey, Grant Jones, Debbie Newcomb, Peder Nielsen, Mark Pauley
 (Budget and Resource Council Co-Chair), and Lynn Wright.
- Guests:** Felicia Torres
- Absent:** Kammy Algiers, Emily Bartel, Michael Callahan, Maureen Eliot, Karen Engelsen, Patricia Ewins, Greg Gillespie (President),
 Tim Harrison, Bill Hart, Raeann Koerner, Alex Kolesnik, Gwen Lewis-Huddleston, Rachel Marchioni, Steve Palladino, Rebecca
 Russell, and Rick Trevino.
- Recorder:** Olivia Long

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	Dr. Martinsen called the meeting to order at 3:33 p.m.			
B. Public Comments	none			
C. Approval of Minutes: November 4 & 19, 2015	Dr. Martinsen asked for any corrections and/or amendments to the minutes as presented. There were corrections to the roll call. Minutes were approved via consensus.			
D. Announcements/Information Items				
1. Reminder to submit evidence to Felicia Torres and any web issues to Rhonda Lillie 2. ACCJC Accreditation Reference Handbook July 2015 3. ACCJC Guide to Evaluating & Improving Institutions (Probing Questions) 4. ACCJC Manual for Institutional Self Evaluation Oct. 2015 5. Napa Valley College (sample Accreditation Self-Evaluation Report) 6. CCCCO Taskforce on Accreditation 7. Los Angeles Valley College Self Evaluation Report 8. New: Google Drive link to Ventura Colleges Self Evaluation Report				
	F. Torres was present to address item D.1., she requested to meet with standard leads to review progress on evidence collection. A brief discussion ensued regarding cataloging evidence.	Meet w/F.T.	2.17.16	Standard Leads

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Dr. Martinsen reviewed the google doc link in D.8., noting that members of the advisory group have the ability to make comments and that standard leads have the ability to edit.			
E. Discussion Items 1. Timeline Review	Dr. Hoffmans reviewed the timeline and noted Feb. 22 nd is the deadline for the initial draft to be submitted to DCAP. G. Jones suggested meeting off campus to finish initial draft. Dr. Hoffmans concurred and noted that standard leads could set that up.	Schedule off campus work day	2.17.16	Standard Leads
2. Self-Evaluation Introduction Data (P. Briggs)	P. Briggs presented the initial draft of the self-evaluation introduction.			
3. Accreditation Standards Subcommittees update	Each Subcommittee Lead provided an update.			
4. Update on Distance Ed. Integration	Dr. Martinsen noted the addition of comments added to the mission and the google doc. Dr. Hoffmans noted that every section should address distance education, in most instances would be the same as for on ground.			
5. Quality Focus Essay Campus Forum identified areas: ➤ Integrated Planning ➤ Increase Online Services ➤ Achieving the Dream ➤ Communication	Dr. Hoffmans provided an update on the QFE, noting that the main areas would be identified by the end of this month. A brief discussion ensued regarding the QFE and where it fits into the general timeline.			
6. Other	none			
F. Action Items				
1. None				
G. Adjournment	Dr. Martinsen adjourned the meeting at 4:33 p.m.			
Next Meeting Date:	February 17, 2016 – 3:30 pm, MCW-312			