



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

February 17, 2016 - 3:30 p.m. – 5:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT March 2, 2016 VC-ASC MEETING

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

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: February 3, 2016	Dr. Martinsen asked for any corrections and/or amendments to the minutes as presented. 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. Google Drive link to Ventura Colleges Self Evaluation Report 9. New: Meet with Eric for review and assistance of your Standards				
E. Discussion Items	Dr. Martinsen discussed the timeline. Although the DCAP deadline has changed we should still have our final draft done by April 11, 2016. The Accreditation Team is visiting us September 26-29 th .			
1. Timeline Review				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
2. Google.doc Demonstration	Dr. Martinsen gave a demonstration on Google.doc. Please make sure you click the blue “comment” box in order to save your comments.			
3. Steering Advisory Group Retreat	The Writing Retreat, at the VC Santa Paula Campus is schedule for the following dates: <ul style="list-style-type: none"> • March 4th noon-4 p.m. • March 11th noon-4 p.m. • March 18th 9:00 a.m. – 1:00 p.m. 			
4. Organization of the Self-Evaluation Process	Dr. Martinsen will be writing this piece and describing the process including what has happened outside the Accreditation Steering Committee meeting times: i.e. training, meetings, forums, etc.			
5. Accreditation Standards Subcommittees update	No updates at this time.			
6. Update on Distance Ed. Integration	Not discussed due to time restraints.			
7. Quality Focus Essay (Pat Ewins)	P. Ewins discussed “Big Ideas” that focus on communication and planning as related to first year students. Our Self-Study and ADT (Achieving the Dream) needs to focus on theses as well. Our response to IEPI should be relational.			
8. Other	none			
F. Action Items				
1. None				
G. Meeting Takeaways	<ul style="list-style-type: none"> • The Accreditation Team visit is September 26-29th • Website updates can be sent to Rhonda Lillie • Better idea of where we are headed with the Quality Focus Essay 			
G. Adjournment	Dr. Martinsen adjourned the meeting at 4:35 p.m.			
Next Meeting Date:	March 2, 2016 – 3:30 pm, MCW-312			