



Accreditation Steering Advisory Group (VC-ASAG)
2015-2016 Academic Year

Meeting Notes

Wednesday, March 16, 2016 - 3:30 p.m. – 5:00 p.m. MCS-312

Members: ALO: Kim Hoffmans, Faculty Co-Chair: Eric Martinsen
 Jack Bennett, Michael Bowen, Phillip Briggs, Colleen Coffey, Tim Harrison, Bill Hart, Grant Jones, Alex Kolesnik, Debbie Newcomb, Peder Nielsen, Mark Pauley (Budget and Resource Council Co-Chair), and Lynn Wright.

Guests: Rhonda Lillie, and Felicia Torres

Absent: Kammy Algiers, Emily Bartel, Michael Callahan, Maureen Eliot, Karen Engelsen, Patricia Ewins, Greg Gillespie (President), Raeann Koerner, 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: March 3, 2016	Dr. Martinsen postponed this item to the next meeting April 6 th			
D. Announcements/Information Items				
1. Reminder to submit evidence any web issues to Felicia Torres 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				
E. Discussion Items				
1. Campus ISER deadline is March 31st	Dr. Hoffmans and Dr. Martinsen emphasized the deadline for the ISER.			
2. Update of feedback from governance committees	A. Kolesnik stated that Academic Senate was reviewing the standards. The need to have accreditation as a standing item was identified.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
(Academic and Classified Senates, ASVC)	<p>P. Nielsen stated that Classified Senate was reviewing the standards.</p> <p>Dr. Hoffmans stated that she met with ASVC and provided a preliminary overview of the document and plans to return with standard leads to present a more in depth review.</p>			
3. Evidence update	<p>P. Briggs provided an update and noted that hyperlinks will begin to be added to the document. A brief discussion ensued regarding hyperlinks to websites, specifically if the evidence should be a screen shot of the webpage or a live link. The consensus was to use a screen shot image via PDF with a link to the live site embedded in the PDF.</p>	Check for missing links	4/6/16	K. Hoffmans
4. Update on Quality Focus Essay	<p>Dr. Hoffmans stated that she had conferred with Patricia Ewins and there is a need for identifying findings in the action plans that support the idea of 'college ready in the first year.'</p>	Identify findings to support QFE	4/6/16	Everyone
5. Action Item Discussion	<p>Dr. Hoffmans split the group and one group reviewed standard 3 and the other group standard 4.</p>			
6. Other	none			
7. Meeting Takeaways	none			
F. Action Items				
1. None				
G. Adjournment	<p>Dr. Hoffmans adjourned the meeting at 4:59 p.m.</p>			
Next Meeting Date:	<p>April 6, 2016 – 3:30 pm, MCW-312</p>			