



Accreditation Steering Advisory Group

2016-2017 Academic Year

Meeting Notes
September 7, 2016 ~ 3:30 p.m. – 5:00 p.m.

Members: ALO: Kim Hoffmans; Faculty Co-Chair: Eric Martinsen
 Jack Bennett, Phillip Briggs, Michael Callahan, Karen Engelsen, Greg Gillespie (President), Tim Harrison, Grant Jones, Alex Kolesnik, Debbie Newcomb, Peder Nielsen, Peter Sezzi, Lynn Wright, Rick Trevino, Scott Brewer, David Keebler, Eileen Crump, Jeanine Day, Lisa Smith, Arlene Reed, and Pamela Yeagley.

Absent: Kammy Algiers, Emily Bartel, Michael Bowen, Bill Hart, Colleen Coffey, Maureen Eliot, Gwen Lewis-Huddleston, Rachel Marchioni, Mark Pauley (Budget and Resource Council Co-Chair), and Steve Palladino.

Recorder: Olivia Long

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	K. Hoffmans called the meeting to order at 3:35 p.m.			
B. Public Comments	none			
C. Approval of Minutes: May 4, 2016	K. Hoffmans asked for any corrections and/or amendments to the minutes as presented. There were none. Minutes were approved via consensus.			
D. Announcements/Information Items				
<ul style="list-style-type: none"> • Ventura College Institutional Self Evaluation Report (ISER) • Pep Rally on Friday, Sept. 9 from 12:30-2 pm; RSVP for Food 				
	K. Hoffmans noted the Announcements/Information Items.			
E. Discussion Items				
1. Meeting schedule	K. Hoffmans noted that for the current academic year, this group would meet regularly on the first Wednesday of every month.	Calendar invites, update webpage	9/21/16	O. Long
2. Discussion of Committee charge and purpose	K. Hoffmans reviewed charge and purpose. After brief discussion, consensus was that updates were needed; including membership.	Email updated charge, purpose, and	9/21/16	E. Martinsen

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
		membershi p		
3. Goals and accomplishments	<p>E. Martinsen briefly reviewed the goals and accomplishment. K. Hoffmans noted that we need to set goals for this coming year. The following were identified:</p> <ul style="list-style-type: none"> • Successful team visit/smooth logistics • Reaffirmation of accreditation • Respond to ACCJC feedback • Develop plan for monitoring including document repository with a taxonomy based on common elements • Make recommendations for action plan integration 	Review at next meeting	10/5/16	K. Hoffmans
4. Discussion of pre-visit with Jill Board and Corey Marvin	<p>K. Hoffmans noted that all contact to the team shall go through her. Items covered in discussion will include: schedule, specific people to meet with, all campus tour, Academic and Classified Senate, Accreditation Steering Advisory, ASVC, Student Support Leadership Council, Curriculum Technical Review, Department Chairs and Coordinators, whole campus open forum, SLO leads, Admin. Council, and regularly scheduled meetings such as Student Success Committee. A report out is tentatively scheduled for Thurs., Sept. 29th at 11am in the ASC. She also noted that access has been provided for online courses beginning Mon., Sept. 26th.</p>			
5. Prepare for Friday's Pep Rally Event	Standard leads remained after adjournment to prepare for pep rally.			
6. Other	none			
7. Meeting Takeaways	none			
F. Action Items				
G. Adjournment	E. Martinsen adjourned the meeting at 4:27 p.m.			
Next Meeting Date:	October 5, 2016 @ 3:30 pm, MCW-312			