



## Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

### Meeting Notes

January 20, 2016 - 3:30 p.m. – 5:00 p.m.

**MEETING NOTES APPROVED AT February 3, 2016 VC-ASC MEETING**

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

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>	Dr. Martinsen called the meeting to order at 3:33 p.m.			
<b>B. Public Comments</b>	none			
<b>C. Approval of Minutes: November 4 &amp; 19, 2015</b>	Dr. Martinsen 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. Reminder to submit evidence and any web problems to <a href="#">Felicia Torres</a></li> <li>2. <a href="#">ACCJC Accreditation Reference Handbook July 2015</a></li> <li>3. <a href="#">ACCJC Guide to Evaluating &amp; Improving Institutions (Probing Questions)</a></li> <li>4. <a href="#">ACCJC Manual for Institutional Self Evaluation</a> Oct. 2015</li> <li>5. <a href="#">Napa Valley College (sample Accreditation Self-Evaluation Report)</a></li> <li>6. <a href="#">CCCCO Taskforce on Accreditation</a></li> <li>7. <b>New:</b> <a href="#">Los Angeles Valley College Self Evaluation Report</a></li> </ol>				
	<p>A brief discussion ensued regarding item D.1., it was noted to add <a href="#">Rhonda Lillie</a> for evidence submission and web issues.</p> <p>A discussion ensued regarding item D.7., including adding an accreditation button to our web home page, content of the LAVC report and upcoming ACCJC training for site team members using the new standards.</p>	Google translator for website, Accreditation button on home page	2.2.16	R. Lillie

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<b>E. Discussion Items</b> <b>1. Committee Co-Chair</b>	The committee gave a warm welcome to incoming faculty co-chair, Dr. Martinsen			
<b>2. Review Timeline</b>	Dr. Gillespie shared updates to the timeline as discussed at DCAP. Notably the dates for presenting to the board, an 'initial draft' in April, a first reading in May, a second and final reading in June.	Update Timeline	2.3.16	Dr. Hoffmans
<b>3. Accreditation Standards Subcommittees update</b>	Each Subcommittee Lead provided an update.			
<b>4. <a href="#">Google Docs</a></b>	Dr. Martinsen led the group how to navigate to the google doc and how to add comments. He emphasized the use of 'suggesting edits' function.			
<b>5. Update on Web Progress (Grant or Phil)/Drupal training for campus?</b>	Grant Jones provided an update and formally introduced Rhonda Lillie to the committee. He noted that DRUPAL training is provided at the district level and that announcement regarding such are posted to the portal. The process of sending items needing update was discussed at length and included the need for a maintenance process as well.	Draft process for web updates	2.3.16	Dr. Martinsen
<b>6. Accreditation Functional Map from DCAP</b>	A. Kolesnik reviewed the functional map and noted that it was created with input from the Academic Senates at each college in our district. The 'B' delineates responsibility for both college and district, 'P' indicates primary, and 'S' indicates secondary.			
<b>7. Quality Focus Essay</b> Campus Forum identified areas: ➤ Integrated Planning ➤ Increase Online Services ➤ Achieving the Dream	P. Ewins provided the background regarding the quality focus essay. She noted the overlap between this essay and the other campus initiatives (IEPI, ATD, Equity, SSSP.) The common themes are delineated to the left. A discussion ensued discussing various ideas around this topic.			
<b>8. Other</b>	D. Newcomb noted that the process for SLOs and the various locations they need to be published (website, COR in CurricUNET, syllabus) is nearing completion. A handbook is nearly approved and ready for our website.			

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	Once complete it will be added to accreditation evidence. She referenced the Napa Valley report and its reference to SLOs.			
<b>9. Next Steps</b>	No discussion.			
<b>F. Action Items</b>				
<b>1. None</b>				
<b>G. Adjournment</b>	Dr. Martinsen adjourned the meeting at 4:55 p.m.			
<b>Next Meeting Date:</b>	February 3, 2016 – 3:30 pm, MCW-312			