



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

September 2, 2015 - 3:30 p.m. – 5:00 p.m.

(Meeting Notes Approved at September 16, 2015 VC-ASC Meeting)

- Members:** VP Student Development/Accreditation Liaison Officer: Patrick Jefferson, Co-Chair; Faculty Co-Chair: Alex Kolesnik Kammy Algiers (Equity Committee), Emily Bartel, Jack Bennett, Michael Bowen, Phillip Briggs, Michael Callahan, Colleen Coffey (Academic Senate Secretary), Karen Engelsen, Greg Gillespie (President), Tim Harrison, Bill Hart, Kim Hoffmans, Grant Jones, Gwen Lewis-Huddleston, Debbie Newcomb, Steve Palladino (FOG Co-Chair), Mark Pauley (Budget and Resource Council Co-Chair), Rebecca Russell, and Lynn Wright
- Guests:** none
- Absent:** R. Marchioni and P. Nielsen
- Recorder:** Olivia Long

Notes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---|--|------------------------------------|------------------------|--------------|
| A. Call to Order | Patrick Jefferson, VC-ASC Co-Chair, welcomed everyone, introductions were made for new members, and the meeting commenced at 3:35 pm. | | | |
| B. Public Comments | None | | | |
| C. Announcements/Information Items | | | | |
| | Tim Harrison shared that he attended accreditation training and shared what he learned. Greg Gillespie noted that the district overview of standard four was provided at the last DCAP meeting. A discussion ensued regarding integration of the district overview into the campus document occurred. | Email district overview to members | 9.4.15 | G. Gillespie |
| 1. CCCCO Taskforce on Accreditation | Patrick Jefferson noted the creation of this task force by the State Chancellor. | Send link | 9.4.15 | P. Jefferson |
| 2. Accreditation Reference Handbook July 2015 | Patrick Jefferson noted that he has reviewed the document for the past couple of days and viewed no major changes. | Send link | 9.4.15 | P. Jefferson |

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| D. Discussion Items | | | | |
| 1. Review of Summer Accreditation Activities | Patrick Jefferson lauded the efforts of the team over the summer. It was acknowledged and discussed that there is still a lot of work to be done. Patrick reiterated that the work must be a campus wide effort. | | | |
| 2. Subcommittee List | Patrick Jefferson distributed and reviewed a handout listing the subcommittees and members. The group reviewed it and revised where necessary. Patrick stated that the subcommittees should have their portion of the initial write up, meet and review it, and collect evidence. | | | |
| 3. 2015-2016 Meeting Schedule | Patrick Jefferson distributed a printed copy of the meeting schedule. He stated the importance of getting the work done this semester so that next semester can be devoted to editing and fine tuning. | Outlook invites Check date of 11/19/15 | 9.4.15 9.16.15 | O. Long P. Jefferson |
| 4. Faculty Accreditation Lead | Patrick Jefferson stated that with Art Stanford's absence there is a need for someone to step into this role. Discussion ensued regarding release time and responsibilities of the role. | | | |
| E. Action Items | | | | |
| 1. Subcommittee Assignments | Patrick Jefferson stated that the subcommittee leads need to make contact with their members and schedule as many meetings as possible throughout this semester. He stated that no later than tomorrow afternoon each team would have their individual standard write up. He requested to be invited to the meetings and that he would make as many of them as possible. | Schedule Subcomm. Meetings Email standard write ups | 9.16.15 9.3.15 | Subcommittee Leads (S1 – P. Briggs; S2 – K. Hoffmans; S3 – T. Harrison; S4 – A. Kolesnik) P. Jefferson |
| 2. Fall Accreditation Timeline | Patrick Jefferson distributed and reviewed a handout with the timeline. He expressed the urgency of starting work right away. By the next meeting all groups should have reviewed the draft and begin to identify possible sources of evidence. He noted that Felicia Torres has been tasked with collecting, sorting and naming our evidence. Send communications to the VC Accreditation email account. A discussion ensued regarding the evidence library, website | Review draft, ID possible evidence sources Email past accreditation | 9.16.15 9.4.15 | Subcommittees P. Jefferson |

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| | issues, and clarification on timeline/process. A request was made to resend the recommendations made during the last accreditation visit. Patrick affirmed he would comply with that request. | n reports | | |
| H. Adjournment | Patrick Jefferson adjourned the meeting at 4:27 p.m. | | | |
| Next Meeting Date: | September 16, 2015 – 3:30 pm, MCW-312 | | | |