



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

October 7, 2015 - 3:30 p.m. – 5:00 p.m.

(Meeting Notes Approved at October 21, 2015 VC-ASC Meeting)

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

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	Greg Gillespie, President, called the meeting to order at 3:34 p.m.			
B. Public Comments	None			
C. Approval of Minutes: Sept. 16, 2015	Motion by Emily Bartel, second by Mark Pauley A typo was noted on the minutes, under action items. Final Resolution: Motion was approved			
D. Announcements/Information Items				
1. Reminder to submit evidence and any web problems to Felicia Torres 2. CCCCO Taskforce on Accreditation 3. Accreditation Reference Handbook July 2015 4. Napa Valley College (sample Accreditation Self-Evaluation Report) 5. ACCJC Guide to Evaluating & Improving Institutions				
	Dr. Gillespie briefly reviewed the five items listed and noted that hyperlinks were embedded in the latter four.			
E. Discussion Items				
1. ACCJC				
a) First choice: October 10-14, 2016	Dr. Gillespie noted that all three colleges have requested the same dates.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
b) Second choice: September 26-30				
2. Review modified timeline	Dr. Gillespie noted the updated timeline. An error was noted regarding the personnel listed under activity for the date of January 6, 2015	Correct personnel	Prior to next meeting 10.21.15	O. Long/K. Hoffmans
3. Review subcommittee	Dr. Gillespie noted the need for more faculty/staff. It was noted that the some of the work completed over the summer needed to be revised or discarded and began anew. Emily Bartel noted that she is the categorical representative for Standard II C. Rick Trevino confirmed he was soliciting student representatives where needed. Debbie Newcomb noted lack of participation for Standard I C., Phillip Briggs, Jack Bennet and Olivia Long confirmed they would work with her on this standard. A brief discussion regarding evidence collection and the status of the storage method for said evidence.	Update subcom. List	Prior to next meeting 10.21.15	O. Long/K. Hoffmans
4. Faculty accreditation Lead	Dr. Gillespie noted that someone was needed to fill this role, to commence spring semester. The goal would be for full release or as close to that as possible.			
5. Update on web	Grant Jones noted that he has been activity searching for someone to assume this role. A. Kolesnik inquired about quality focus essay and procedure. Dr. Gillespie replied that Kim Hoffmans would take the lead and requested a note made in the minutes to discuss at the next meeting. Lynn Wright noted that the Achieving the Dream meeting scheduled November 6 th may provide a starting point for this discussion. Dr. Gillespie concurred.			
F. Action Items				
1. None				
H. Adjournment	Greg Gillespie adjourned the meeting at 4:15 p.m.			
Next Meeting Date:	October 21, 2015 – 3:30 pm, MCW-312			