



## Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

### Meeting Notes

**November 4, 2015 - 3:30 p.m. – 5:00 p.m.**

*(Meeting Notes Approved At December 2, 2015 VC-ASC Meeting)*

**Members:** ALO: Kim Hoffmans; Faculty Co-Chair: Alex Kolesnik  
 Emily Bartel, Jack Bennett, Michael Bowen, Phillip Briggs, Michael Callahan, Colleen Coffey, Maureen Eliot, Karen Engelsen, Greg Gillespie (President), Tim Harrison, Bill Hart, Grant Jones, Gwen Lewis-Huddleston, Debbie Newcomb, Peder Nielsen, Mark Pauley (Budget and Resource Council Co-Chair), Rebecca Russell, Rick Trevino, and Lynn Wright

**Guests:** none

**Absent:** Kammy Algiers, Raeann Koerner, Rachel Marchioni, Steve Palladino, and Peter Sezzi.

**Recorder:** Olivia Long

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>	Dr. Hoffmans called the meeting to order at 3:33 p.m.			
<b>B. Public Comments</b>	None			
<b>C. Approval of Minutes: Oct. 21, 2015</b>	Consensus was to approve the minutes as presented.			
<b>D. Announcements/Information Items</b>				
1. Reminder to submit evidence and any web problems to <a href="#">Felicia Torres</a> 2. <a href="#">ACCJC Accreditation Reference Handbook July 2015</a> 3. <a href="#">ACCJC Guide to Evaluating &amp; Improving Institutions (Probing Questions)</a> 4. <a href="#">ACCJC Manual for Institutional Self Evaluation</a> Oct. 2015 5. <a href="#">Napa Valley College (sample Accreditation Self-Evaluation Report)</a> 6. <a href="#">CCCCO Taskforce on Accreditation</a>				
	Dr. Hoffmans briefly reviewed the five items listed above. She reminded everyone to provide evidence to Felicia Torres, via email or hard copy if necessary.			
<b>E. Discussion Items</b>				
1. <b>Napa Valley Accreditation Self-Evaluation Report</b>	Dr. Hoffmans shared that she received confirmation while attending a conference that what has been said regarding the Napa Valley report was false. It is still on the web. She noted that American Samoa and Napa Valley are the only two colleges that have used the new standards.			

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<p><b>2. Submitting Standard Sections</b></p>	<p>Dr. Hoffmans stated that standard subsections should be sent to the standard leads. Then the standard leads need to submit the standards to her, and copy A. Kolesnik and F. Torres.</p> <p>A discussion ensued regarding how much information to include while keeping it concise. Dr. Gillespie noted that it would be better to include more at this rough draft stage and then the editor can work on paring down where needed.</p> <p>Dr. Gillespie broached the subject of hiring former President Robin Calote as the editor and asked for feedback. The consensus was favorable to that suggestion. He noted that he had not asked her yet as he first wanted to solicit input from the committee.</p>	<p>Submit standard subsection drafts to leads</p> <p>Submit standard drafts to KH, AK, FT</p> <p>Contact RC</p>	<p>Next meeting 11/19</p> <p>Next meeting 11/19</p> <p>Next meeting 11/19</p>	<p>Standard subsection Leads</p> <p>Standard Leads</p> <p>G. Gillespie</p>
<p><b>3. Distance Ed</b></p>	<p>Dr. Hoffmans reiterated that distance education needs to be interwoven throughout the document. Dr. Huddleston noted that she has been going through the standards and looking for evidence with the Distance Education Committee. She requested that if any sections were in need of information, please send her an email mail and she will supply it. Dr. Hoffmans noted that the process for distance education is usually the same as on ground. Dr. Huddleston concurred and noted that the question regarding the difference is frequent. A. Kolesnik mentioned a statement that was provided to him by Dr. Huddleston and stated that he would forward it to the standard leads.</p>	<p>Contact Dr. Huddleston if you need distance education for your standard</p> <p>Email statement received from Dr. H.</p>	<p>Next meeting 11/19</p> <p>Next meeting 11/19</p>	<p>Standard Leads</p> <p>A. Kolesnik</p>
<p><b>4. Study Session (Standard IB. Academic Quality)</b></p>	<p>Dr. Hoffmans stated that since there is a good draft, the intention is to use 30 minutes of each meeting to conduct a study session to review the drafts. She noted to be mindful that the distance education and student learning outcomes are interwoven throughout, and in general how it relates to all other areas.</p> <p>B. Hart passed out the draft copy of Standard IB. The committee reviewed the document and provided feedback. It was brought up that next time it would be helpful to receive the draft prior to the meeting along with the probing questions.</p>			

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<b>5. Next Steps</b>	Dr. Hoffmans noted the study session at the next meeting would be for Standard 2A. She stated that the next focus would be evidence gathering. A. Kolesnik suggested dividing into small groups for the study session. B. Hart suggested that the study session could consist of 2 standards and then could be rotated. Dr. Hoffmans was in favor of the suggestion and added 1C to the study session for the next meeting.	Agendize Study Session for Standard 1C & 2A	Next meeting 11/19	D. Newcomb/L. Wright/K. Hoffmans
<b>F. Action Items</b>				
<b>1. None</b>				
<b>G. Adjournment</b>	Dr. Hoffmans adjourned the meeting at 4:55 p.m.			
<b>Next Meeting Date:</b>	November 19, 2015 – 3:30 pm, MCW-312			