



## Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

### Meeting Notes

**November 19, 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: Peter Sezzi *for Alex Kolesnik*  
Debbie Newcomb and Lynn Wright

**Guests:** none

**Absent:** Kammy Algiers, 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, Raeann Koerner, Gwen Lewis-Huddleston, Rachel Marchioni, Peder Nielsen, Mark Pauley (Budget and Resource Council Co-Chair), Steve Palladino, Rebecca Russell, and Rick Trevino.

**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 3:46 p.m.			
<b>B. Public Comments</b>	None			
<b>C. Approval of Minutes: Nov. 4, 2015</b>	Due to lack of attendance, minutes were postponed to the next meeting.			
<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>				
<b>E. Discussion Items</b>	Dr. Hoffmans announced that Robin Calote will be our editor.			
<b>1. Update on editor</b>				
<b>2. Submitting Standard Sections</b>	It was noted a few subsections had not been submitted.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
3. Distance Ed	It was noted a template was needed to cover distance education.			
4. Updated Timeline	The timeline was updated to include the editor (Jan. 6) and professional development presentation (Jan. 7 <sup>th</sup> .)			
5. Study Session (Standard IC. Institutional Effectiveness and 2A. Instructional Programs)	Due to lack of attendance, the study session was postponed to the next meeting.			
6. Next Steps	A brief discussion took place regarding the quality focus essay.			
<b>F. Action Items</b>				
1. None				
<b>G. Adjournment</b>	Dr. Hoffmans adjourned the meeting at 3:57 p.m.			
<b>Next Meeting Date:</b>	December 2, 2015 – 3:30 pm, MCW-312			