



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

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

(MEETING NOTES APPROVED AT January 20, 2016 VC-ASC MEETING)

- Members:** ALO: Kim Hoffmans; Faculty Co-Chair: Alex Kolesnik
 Jack Bennett, Michael Bowen, Phillip Briggs, Colleen Coffey, Karen Engelsen, Patricia Ewins, Tim Harrison, Bill Hart, Grant Jones, Gwen Lewis-Huddleston, Debbie Newcomb, Peder Nielsen, Mark Pauley (Budget and Resource Council Co-Chair), Steve Palladino, Rick Trevino, and Lynn Wright
- Guests:** none
- Absent:** Kammy Algiers, Emily Bartel, Michael Callahan, Maureen Eliot, Greg Gillespie (President), Raeann Koerner, Raeann Koerner, Rachel Marchioni, and Rebecca Russell.
- Recorder:** Olivia Long

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	Dr. Hoffmans called the meeting to order at 3:36 p.m.			
B. Public Comments	D. Newcomb publicized “Bring Your Data Day” and provided a handout with the details. Dr. Hoffmans introduced Patricia Ewins, Interim Vice President of Student Affairs.			
C. Approval of Minutes: November 4 & 19, 2015	A. Kolesnik asked for any corrections and/or amendments to the minutes as presented. There were none. Minutes were approved via consensus.			
D. Announcements/Information Items				
<ol style="list-style-type: none"> 1. Reminder to submit evidence and any web problems to Felicia Torres 2. ACCJC Accreditation Reference Handbook July 2015 3. ACCJC Guide to Evaluating & Improving Institutions (Probing Questions) 4. ACCJC Manual for Institutional Self Evaluation Oct. 2015 5. Napa Valley College (sample Accreditation Self-Evaluation Report) 6. CCCCO Taskforce on Accreditation 				
	Dr. Hoffmans provided an update on the catalog of evidence. She also noted that Dr. Calote has agreed to be the editor.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
E. Discussion Items 1. Committee Co-Chair	A. Kolesnik announced that Eric Martinsen agreed to be the faculty co-chair for accreditation.			
2. Review Timeline	Dr. Hoffmans reviewed the timeline. Dr. Harrison requested the draft from the editor be sent to the committee.	Draft to Lead/Committee	Jan. 2016	Dr. Hoffmans
3. Quality Focus Essay	Dr. Hoffmans noted the 2 initiatives the campus has already begun working with (communication and integrated planning), she posed the question, How can we do it better? A brief discussion ensued that touched on website, information integrity, accessibility, pathways, and modes of communication. She noted that she would be conducting a flex day session regarding accreditation.			
4. Distance Education	Dr. Hoffmans noted that distance education is interwoven throughout the document and that there is a separate handbook that addresses it. Be aware of this component during the study session. Dr. Huddleston noted that the information tends to be repetitive and that every item is being addressed.			
5. Study Session (Standard IC. Institutional Effectiveness and 2A. Instructional Programs)	The committee broke out into groups and conducted study sessions.			
6. Next Steps	No discussion.			
F. Action Items				
1. None				
G. Adjournment	A. Kolesnik adjourned the meeting at 4:48 p.m.			
Next Meeting Date:	January 20, 2016 – 3:30 pm, MCW-312			