



Accreditation Steering Committee

Agenda

Wednesday, October 21, 2015

3:30 – 5:00 p.m.

Multidisciplinary Center West (MCW) – 312

- A. Call to Order
- B. Public Comments
- C. Approval of Minutes: October 7, 2015
- D. Announcements/Information Items
 - 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](#)
 - 4. [ACCJC Manual for Institutional Self Evaluation](#)
 - 5. [Napa Valley College \(sample Accreditation Self-Evaluation Report\)](#)
 - 6. [CCCCO Taskforce on Accreditation](#)
- E. Discussion Items
 - 1. Quality Focus Essay
 - 2. Report Out from each Standard Lead
 - a) Standard IA: Mission (Phillip Briggs and Maureen Elliott)
 - b) Standard IB: Academic Quality (Bill Hart)
 - c) Standard IC: Institutional Integrity (Debbie Newcomb and Andrea Horigan)
 - d) Standard IIA: Instructional Programs (Alex Kolesnik and Lynn Wright)
 - e) Standard IIB: Library and Learning Support Svcs (Peter Sezzi and Rebecca Russell)
 - f) Standard IIC: Student Support Svcs (Karen Engelsen)
 - g) Standard IIIA: Human Resources (Tim Harrison)
 - h) Standard IIIB: Physical Resources (Jay Moore)
 - i) Standard IIIC: Technology Resources (Grant Jones)
 - j) Standard IIID: (Tim Harrison)
 - k) Standard IVA: Decision-Making Roles and Processes (Alex Kolesnik)
 - l) Standard IVB: Chief Executive Officer (Greg Gillespie)
 - m) Standard IVC: Governing Board (Greg Gillespie)
 - n) Standard IVD: Multi-College Districts (Greg Gillespie)
 - 3. Distance Education (Gwen Lewis-Huddleston)
 - 4. SLO's (Bill Hart and Debbie Newcomb)
 - 5. Professional Development (Sharon Beynon)
 - 6. Student Equity (Kammy Algiers)
- F. Action Items
 - 1. None
- G. Adjournment

Charge: The Accreditation Steering Committee monitors the status of the college's compliance with accreditation standards and is responsible for the coordination of the effort to prepare the self-study and mid-term reports. Recommendations from the college self-study and the Accrediting Commission referred to the College Planning Committee for incorporation into the college plan.

Membership: Accreditation Liaison Officer, Vice President of Academic Affairs and Student Learning, vice President of Student Development, Vice President of Business Services, Dean of Institutional Effectiveness/Accreditation Liaison Officer (chair), Academic Senate Executive Committee members, Basic Skills Committee Co-Chair, Budget Resource Council Chair, Classified Senate Executive Committee members, College Planning Council Co-Chair, Curriculum Committee Co-Chair, Dean for Distance Education, Facilities Oversight Group Co-Chairs, Institutional Researcher, Library Committee Chair, Learning Resources Supervisor, SLO Committee Chair, Asst. Deans of Student Services, Student Success Team Representative, Technology Committee Chair.

Meeting Dates for Fall 2015	Meeting Dates for Spring 2016
Sept. 2 & 6	Jan. 20
Oct. 7 & 21	Feb. 3 & 17
Nov. 4 & 9	March 2 & 6
Dec. 2	April 6 & 7
	May 4



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

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

MEETING NOTES PRIOR TO APPROVAL 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:	Dr. Gillespie noted that all three colleges have requested			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
October 10-14, 2016 b) Second choice: September 26-30	the same dates.			
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.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Next Meeting Date:	October 21, 2015 – 3:30 pm, MCW-312			

DRAFT

Ventura College
Accreditation Standards Subcommittees (10/20/2015)

Subsection Leads are underlined

Accreditation Liaison Officer	Kim Hoffmans
Standard I: Institutional Mission and Effectiveness	Lead – Phillip Briggs
A. Mission	<u>Phillip Briggs</u> and Maureen Eliot, Michael Callahan, Peter Sezzi, Lisa Anderson, STUDENT REP, Classified Rep
B. Assuring Academic Quality and Institutional Effectiveness	<u>Bill Hart</u> , Sharon Beynon, Michael Callahan, Alex Kolesnik, Rachel Marchioni
C. Institutional Integrity	<u>Debbie Newcomb</u> , Andrea Horigan, Michael Callahan, Peter Sezzi , Olivia Long, Sandy Melton, Amy Madsen, Richard Forde , Jack Bennett, Phillip Briggs
Standard II: Student Learning Programs and Services	Lead – Lynn Wright
A. Instructional Programs	<u>Alex Kolesnik/Lynn Wright</u> , Jack Bennett, Peter Sezzi, Sharon Beynon, Andrea Horigan, Pamela Yeagley, Michael Bowen, Raeann Koerner
B. Library and Learning Support Services	<u>Peter Sezzi/Rebecca Russell</u> , Tanya Shafer, Erika Hurtado
C. Student Support Services	<u>Karen Engelsen</u> , David Bransky, Rick Trevino, Bill Hart, Celia Rodriguez, Scott Brewer, Alma Rodriguez, Will Cowen, Emily Bartel , Debbie Newcomb, Categorical rep
Standard III: Resources	Lead – Tim Harrison
A. Human Resources	<u>Tim Harrison</u> , Mike Shanahan, Peder Nielsen, Alex Kolesnik, Bill Hart, Maureen Eliot
B. Physical Resources	<u>Jay Moore</u> , Tim Harrison, Steve Palladino, Dan Kumpf
C. Technology Resources	<u>Grant Jones</u> , Gwendolyn Lewis-Huddleston, Mark Pauley, Rebecca Russell
D. Financial Resources	<u>Tim Harrison</u> , Jeanine Day, Peder Nielsen, Brenda Griego, Rebecca Russell, Mark Pauley, Lisa Smith
Standard IV: Leadership and Governance	Lead – Alex Kolesnik
A. Decision-Making Roles and Processes	<u>Alex Kolesnik</u> , Colleen Coffey, Olivia Long, Peder Nielsen, Tim Harrison, Student Rep
B. Chief Executive Officer	<u>Greg Gillespie</u> , Alex Kolesnik, Peder Nielsen
C. Governing Board	<u>Greg Gillespie</u> , Clare Geisen, Alex Kolesnik, Peder Nielsen
D. Multi-College Districts or Systems	<u>Greg Gillespie</u> , Clare Geisen, Alex Kolesnik, Peder Nielsen
Distance Education	<u>Gwendolyn Lewis-Huddleston</u> , Matthew Moore,

	Eileen Crump, need volunteers here
SLOs	<u>Bill Hart/Debbie Newcomb</u> , Rachel Marchioni, Alma Rodriguez, need volunteers here
Professional Development	<u>Sharon Beynon</u> , Eileen Crump, need volunteers here
Student Equity	<u>Kammy Algiers</u> , Dan Kumpf, Rick Trevino



Accreditation Self-Evaluation Preparation Timeline

D R A F T of October 20, 2015

Month	Activity
September 2, 2015	First semester meeting to discuss group assignments and timelines
September 16, 2015	All groups review drafts and identify areas that will need attention and possible sources of evidence.
October 7, 2015	Report on progress on draft and turn in evidence for electronic storage
November 4, 2015	Draft responses for all 4 standards are due
November 6-30, 2015	Share progress on initial response to each standard with Campus Committees and Forums
November 19, 2015	Accreditation Committee meets and responds to draft of standards
December 1, 2015	1 st Draft submitted to Accreditation Liaison Officer
December 2, 2015	1 st Draft distributed to Accreditation Steering Committee members for review during meeting
January 6, 2015	Edits/comments on 1 st Draft due to Kim Hoffmans, Alex Kolesnik and Jenifer Cook
January 13, 2015	Draft revisions of 5.3, including J and H due to DCAP
February 1, 2016	Draft due to DCAP, local committees (Student Success, PBC, PEPC and to VC Senate) First and second readings where needed. Draft revisions throughout the month. Quality Focus Essay and planning pieces need to be in place.
March 17, 2016	Draft due to Board for April Board Meeting***
April 12, 2016	Board meeting – first reading Revisions as necessary; Final Draft to Board approximately April 19.
May 12, 2016	Final Draft, Second Reading by BoT
August 2016	Self-Evaluation due to ACCJC
October, 2016	Site Team Visit; Possibly October 10-14. <i>Our second choice of dates is the last week in September</i>

***March 17th is the deadline for the document (not the placeholder) to actually lodged with Clare Geisen. If there were minor changes that we caught in the next couple of days past that, we could probably fix, if not we'll just communicate to the Board at the meeting.