



Accreditation Steering Committee

Agenda

Wednesday, December 2, 2015

3:30 – 5:00 p.m.

Multidisciplinary Center West (MCW) – 312

- A. Call to Order
- B. Public Comments and Introductions
- C. Approval of Minutes: November 4 & 19, 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](#) (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](#)
- E. Discussion Items
 - 1. Committee Co-Chair
 - 2. Review Timeline
 - 3. Quality Focus Essay
 - 4. Distance Education pieces (Gwendolyn Lewis-Huddleston)
 - 5. Study Session Focus on Standard IC: Institutional Effectiveness (D. Newcomb) and Standard 2A: Instructional Programs (L. Wright) – 30 minutes
 - 6. Next Steps
- 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 & 19	March 2 & 6
Dec. 2	April 6 & 7
	May 4



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

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

MEETING NOTES PRIOR TO APPROVAL AT NOVEMBER 19, 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:
A. Call to Order	Dr. Hoffmans called the meeting to order at 3:33 p.m.			
B. Public Comments	None			
C. Approval of Minutes: Oct. 21, 2015	Consensus was to approve the minutes as presented.			
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 (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 briefly reviewed the five items listed above. She reminded everyone to provide evidence to Felicia Torres, via email or hard copy if necessary.			
E. Discussion Items				
1. Napa Valley Accreditation Self-Evaluation Report	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.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>2. Submitting Standard Sections</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>3. Distance Ed</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>4. Study Session (Standard IB. Academic Quality)</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>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
5. Next Steps	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
F. Action Items				
1. None				
G. Adjournment	Dr. Hoffmans adjourned the meeting at 4:55 p.m.			
Next Meeting Date:	November 19, 2015 – 3:30 pm, MCW-312			

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Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

November 19, 2015 - 3:30 p.m. – 5:00 p.m.

MEETING NOTES PRIOR TO APPROVAL 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:
A. Call to Order	Dr. Hoffmans called the meeting to order at 3:46 p.m.			
B. Public Comments	None			
C. Approval of Minutes: Oct. 21, 2015	Due to lack of attendance, minutes were postponed to the next meeting.			
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 (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				
E. Discussion Items	Dr. Hoffmans announced that Robin Calote will be our editor.			
1. Update on editor				
2. Submitting Standard Sections	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 th .)			
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.			
F. Action Items				
1. None				
G. Adjournment	Dr. Hoffmans adjourned the meeting at 3:57 p.m.			
Next Meeting Date:	December 2, 2015 – 3:30 pm, MCW-312			



Accreditation Self-Evaluation Preparation Timeline

D R A F T of November 19, 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 to Accreditation Liaison Officer (ALO)
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 ALO forwards drafts to editor
December 2, 2015	Accreditation Committee meets and responds to draft of standards
January 6, 2015 January 7, 2015 January 8, 2015	Edits/comments on 1 st Draft due from editor to ALO Professional Development Presentation Steering Committee Co-Chairs distributes 1 st Draft to Standard Leads, President Gillespie, Academic Senate Alex Kolesnik, Classified Senate Peder Nielson, and Associated Students
January 20, 2015	Accreditation Committee meets and responds to draft of standards
February 1, 2016	Draft due to DCAP , local committees (Admin Council, Classified Senate, Academic Senate, and College Planning Council)- First and second readings where needed. Draft revisions throughout the month. Quality Focus Essay and planning pieces need to be in place.
February 5, 2016	Steering Committee leads submit revisions following the editor's initial draft to ALO
Feb. 8- March 7, 2016	Editor receives updated draft from committee to further edit and compile into a single document to be returned by March 07
March 07- 17, 2016	Steering Committee completes last edit before first Board of Trustee reading
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 send to 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.