



## Accreditation Steering Committee

### Agenda

Wednesday, February 3, 2016

3:30 – 5:00 p.m.

Multidisciplinary Center West (MCW) – 312

- A. Call to Order
- B. Public Comments and Introductions
- C. Approval of Minutes: January 20, 2016
- D. Announcements/Information Items
  - 1. Reminder: submit evidence to [Felicia Torres](#) and any web issues to [Rhonda Lillie](#)
  - 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](#)
  - 7. [Los Angeles Valley College Self Evaluation Report](#)
  - 8. **New:** [Google Drive link to Ventura Colleges Self Evaluation Report](#)
- E. Discussion Items
  - 1. Timeline Review
  - 2. Self-Evaluation Introduction data (Phillip Briggs)
  - 3. Accreditation Standards Subcommittees update
  - 4. Update on Distance Education integration
  - 5. Quality Focus Essay
    - Campus Forum identified areas:
      - Integrated Planning
      - Increase Online Services
      - Achieving the Dream
      - Communication
  - 6. Other
- 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 Spring 2016	
Jan. 20	April 6 & 7
Feb. 3 & 17	May 4
March 2 & 6	



## Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

### Meeting Notes

January 20, 2016 - 3:30 p.m. – 5:00 p.m.

### MEETING NOTES PRIOR TO APPROVAL AT February 3, 2016 VC-ASC MEETING

- Members:** Faculty Co-Chair: Eric Martinsen  
 Jack Bennett, Michael Bowen, Patricia Ewins, Greg Gillespie (President), Grant Jones, Alex Kolesnik, Debbie Newcomb, Peder Nielsen, Rachel Marchioni, and Mark Pauley (Budget and Resource Council Co-Chair).
- Guests:** Rhonda Lillie
- Absent:** Phillip Briggs, Colleen Coffey, Karen Engelsen, Tim Harrison, Bill Hart, Gwen Lewis-Huddleston, Steve Palladino, Rick Trevino, and Lynn Wright Kim Hoffmans, Kammy Algiers, Emily Bartel, Michael Callahan, Maureen Eliot, Raeann Koerner, Raeann Koerner, and Rebecca Russell.
- Recorder:** Olivia Long

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>	Dr. Martinsen called the meeting to order at 3:33 p.m.			
<b>B. Public Comments</b>	none			
<b>C. Approval of Minutes: November 4 &amp; 19, 2015</b>	Dr. Martinsen asked for any corrections and/or amendments to the minutes as presented. There were none. Minutes were approved via consensus.			
<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> 7. <b>New:</b> <a href="#">Los Angeles Valley College Self Evaluation Report</a>				
	A brief discussion ensued regarding item D.1., it was noted to add <a href="#">Rhonda Lillie</a> for evidence submission and web issues. A discussion ensued regarding item D.7., including adding an accreditation button to our web home page, content of	Google translator for website, Accreditation	2.2.16	R. Lillie

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	the LAVC report and upcoming ACCJC training for site team members using the new standards.	button on home page		
<b>E. Discussion Items</b> <b>1. Committee Co-Chair</b>	The committee gave a warm welcome to incoming faculty co-chair, Dr. Martinsen			
<b>2. Review Timeline</b>	Dr. Gillespie shared updates to the timeline as discussed at DCAP. Notably the dates for presenting to the board, an 'initial draft' in April, a first reading in May, a second and final reading in June.	Update Timeline	2.3.16	Dr. Hoffmans
<b>3. Accreditation Standards Subcommittees update</b>	Each Subcommittee Lead provided an update.			
<b>4. <a href="#">Google Docs</a></b>	Dr. Martinsen led the group how to navigate to the google doc and how to add comments. He emphasized the use of 'suggesting edits' function.			
<b>5. Update on Web Progress (Grant or Phil)/Drupal training for campus?</b>	Grant Jones provided an update and formally introduced Rhonda Lillie to the committee. He noted that DRUPAL training is provided at the district level and that announcement regarding such are posted to the portal. The process of sending items needing update was discussed at length and included the need for a maintenance process as well.	Draft process for web updates	2.3.16	Dr. Martinsen
<b>6. Accreditation Functional Map from DCAP</b>	A. Kolesnik reviewed the functional map and noted that it was created with input from the Academic Senates at each college in our district. The 'B' delineates responsibility for both college and district, 'P' indicates primary, and 'S' indicates secondary.			
<b>7. Quality Focus Essay</b> Campus Forum identified areas: ➤ Integrated Planning ➤ Increase Online Services ➤ Achieving the Dream	P. Ewins provided the background regarding the quality focus essay. She noted the overlap between this essay and the other campus initiatives (IEPI, ATD, Equity, SSSP.) The common themes are delineated to the left. A discussion ensued discussing various ideas around this topic.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>8. Other</b>	D. Newcomb noted that the process for SLOs and the various locations they need to be published (website, COR in CurricUNET, syllabus) is nearing completion. A handbook is nearly approved and ready for our website. Once complete it will be added to accreditation evidence. She referenced the Napa Valley report and its reference to SLOs.			
<b>9. Next Steps</b>	No discussion.			
<b>F. Action Items</b>				
<b>1. None</b>				
<b>G. Adjournment</b>	Dr. Martinsen adjourned the meeting at 4:55 p.m.			
<b>Next Meeting Date:</b>	February 3, 2016 – 3:30 pm, MCW-312			

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## Accreditation Self-Evaluation Preparation Timeline

D R A F T of February 2, 2016

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
<b>November 4, 2015</b>	<b>Draft responses for all 4 standards are due to Accreditation Liaison Officer (ALO)</b>
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 <sup>st</sup> Draft due from editor to ALO Professional Development Presentation ALO distributes 1 <sup>st</sup> 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 2016	<b><u>1<sup>st</sup> Draft due to DCAP</u></b>
March 2016	Local committees (Admin Council, Classified Senate, Academic Senate, and College Planning Council)-First and second readings where needed. Draft revisions throughout the month of Feb. and March. Quality Focus Essay and planning pieces need to be in place.
April 1, 2016 April 11, 2016	2nd Draft due to DCAP Final drafts to A. Rambo by 9:00 am for Planning, Accreditation and Student Success Committee Agenda
April 21, 2016	<b>Initial Draft due to Board for April Board Meeting***</b>
May 10, 2016	Board meeting – first reading Revisions as necessary; <b>Final Draft to A. Rambo for Board by May 26 by 9 am</b>
May 12, 2016	<b>Final Draft, Second Reading by Board of Trustees for June 14 meeting</b>
August 2016	<b>Self-Evaluation due to ACCJC</b>
October 2016	Site Team Visit; Possibly October 10-14. <i>Our second choice of dates is the last week in September</i>