



## Accreditation Steering Advisory Group (VC-ASAG)

2015-2016 Academic Year  
 April 20, 2016 - 3:30 p.m. – 5:00 p.m.  
 Meeting Notes

**Members:** Faculty Co-Chair: Eric Martinsen  
 Jack Bennett, Phillip Briggs, Michael Callahan, Karen Engelsen, Grant Jones, Peder Nielsen, Mark Pauley (Budget and Resource Council Co-Chair), and Lynn Wright

**Guests:** Rhonda Lillie, Felicia Torres

**Absent:** Kim Hoffmans (ALO), Kammy Algiers, Emily Bartel, Michael Bowen, Colleen Coffey, Maureen Eliot, Patricia Ewins, Greg Gillespie (President), Tim Harrison, Bill Hart, Raeann Koerner, Alex Kolesnik, Gwen Lewis-Huddleston, Rachel Marchioni, Debbie Newcomb, Steve Palladino, Peter Sezzi, Rick Trevino

**Recorder:** Jenifer Cook

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>	E. Martinsen called the meeting to order at 3:38 p.m.			
<b>B. Public Comments</b>	None			
<b>C. Approval of Minutes: (from 4.6.16)</b>	E. Martinsen asked for any corrections and/or amendments to the minutes as presented. Minutes were approved via consensus.			
<b>D. Announcements/Information Items</b>				
<ol style="list-style-type: none"> <li>1. <b>Reminder to submit evidence and any web problems to <a href="#">Felicia Torres</a></b></li> <li>2. <a href="#">ACCJC Accreditation Reference Handbook July 2015</a></li> <li>3. <a href="#">ACCJC Guide to Evaluating &amp; Improving Institutions</a> (Probing Questions)</li> <li>4. <a href="#">ACCJC Manual for Institutional Self Evaluation</a> Oct. 2015</li> <li>5. <a href="#">Napa Valley College (sample Accreditation Self-Evaluation Report)</a></li> <li>6. <a href="#">CCCCO Taskforce on Accreditation</a></li> <li>7. <a href="#">Los Angeles Valley College Self Evaluation Report</a></li> <li>8. <a href="#">Google Drive link to Ventura Colleges Self Evaluation Report</a></li> </ol>				
<b>E. Discussion Items</b>	<ul style="list-style-type: none"> <li>• Accreditation visit is September 26-29</li> <li>• Campus ISER deadline is tomorrow by 5:00 pm</li> <li>• The second reading due to Board by May 26 by 9 am</li> </ul> <p>As the September visit nears we will begin a process to formulate an “Evidence Room” to house evidential hard copies.</p>			
<b>1. Timeline Review</b>				
<b>2. Update and Feedback from</b>	<ul style="list-style-type: none"> <li>• <b>Classified Senate:</b> P. Neilsen met with the Classified Senate and has not be given permission to sign the document at this time; specifically in regards to Standard IV (9 +1 Guidelines,</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Governance Committees</b>	<p>etc.) The Senate would like the word “Advisory” emphasized. Peder will have authorization to sign by June, once the Classified Senate recommendations are met</p> <ul style="list-style-type: none"> <li>• <b>Academic Senate:</b> No report</li> <li>• <b>ASVC:</b> Lynn Wright (Standard II Lead) will be meeting with the ASVC on May 3<sup>rd</sup></li> </ul>			
<b>3. Evidence Update</b>	<p>Please send info to <a href="#">Felicia Torres</a> with the following guidelines:</p> <ol style="list-style-type: none"> <li>1) When submitting evidence to F. Torres name the document with the Evidence/Document Number (e.g. I.B.3.1_filename). The number references the Standard and Sub-section</li> <li>2) Sending WORD Docs are okay</li> <li>3) Send Original PDFs (not scanned PDFs) – This assists with the requirement to meet the ADA (American Disability Act) guidelines.</li> <li>4) When referring to specific pages, please clarify the “electronic page number” and/or “document page number”.</li> </ol> <p>If you need help gathering evidence from the Ventura College or District website, please contact Rhonda Lillie.</p>			
<b>4. Update - Quality Focus Essay</b>	Eric Martinsen distributed a portion of the Essay for review and discussion.			
<b>5. Other</b>				
<b>6. Meeting Takeaways</b>	<ul style="list-style-type: none"> <li>• Clarity on how to document and submit evidence</li> <li>• First draft ready to go</li> <li>• Quality Focus Essay Action 1 looks strong</li> </ul>			
<b>F. Action Items</b>				
<b>1. None</b>				
<b>G. Adjournment</b>	E. Martinsen adjourned the meeting at 4:52 p.m.			
<b>Next Meeting Date:</b>	May 4, 2016 – 3:30 pm, MCW-312			

Meeting Dates for Spring 2016	
Jan. 20	April 6 & 20
Feb. 3 & 17	May 4
March 2 & 16	