



Accreditation Steering Advisory Group (VC-ASAG)

2015-2016 Academic Year
 April 6, 2016 - 3:30 p.m. – 5:00 p.m.
 Meeting Notes

Members: Faculty Co-Chair: Eric Martinsen
 Jack Bennett, Michael Bowen, Phillip Briggs, Bill Hart, Grant Jones, Alex Kolesnik, Peder Nielsen, Steve Palladino, and Lynn Wright

Guests: Felicia Torres

Absent: Kim Hoffmans (ALO), Kammy Algiers, Emily Bartel, Michael Callahan, Colleen Coffey, Maureen Eliot, Patricia Ewins, Karen Engelsen, Greg Gillespie (President), Tim Harrison, Raeann Koerner, Gwen Lewis-Huddleston, Rachel Marchioni, Debbie Newcomb, Mark Pauley (Budget and Resource Council Co-Chair), Peter Sezzi, Rick Trevino

Recorder: Jenifer Cook

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	E. Martinsen called the meeting to order at 3:35 p.m.			
B. Public Comments	None			
C. Approval of Minutes: (3.2.16 & 3.16.16)	E. Martinsen asked for any corrections and/or amendments to the minutes as presented. Minutes were approved via consensus with one correction: Tim Harrison was present at the 3.16.16 meeting.			
D. Announcements/Information Items				
<ol style="list-style-type: none"> 1. Reminder to 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. New: Los Angeles Valley College Self Evaluation Report 				
E. Discussion Items	Accreditation visit is September 26-29.			
1. Timeline Review	<p>The final deadline for the college is Wednesday, April 13th. Our draft will be submitted by April 21st for presentation at the May Board Meeting. Only minor changes will be allowed after it has been approved by the Board.</p> <p>A question was raised regarding having all the evidence linked by April 13th. E. Martinsen will confirm with K. Hoffmans and report back to P. Briggs and F. Torres.</p>	Confirm timeline for Evidence links.		Eric/Kim
2. Update and Feedback from Governance Committees	Standard III will be discussed at the next Faculty Senate Meeting. K. Hoffmans visited the ASVC and has requested the Leads meet with the ASVC as well. Classified Senate will be reviewing the document for the second time at their next meeting.			

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3. Evidence Update	Send all evidence to Felicia Torres by Wednesday, April 13th . 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. After all the evidence is submitted, F. Torres and P. Briggs would like to meet with the Leads.			
4. Update - Quality Focus Essay	P. Ewins has been coordinating the Student Success Committee regarding the two "Big Ideas" and is finalizing the Essay.			
5. Review webpage	E. Martinsen demonstrated the Accreditation Website and highlighted the evidence section, substantive change items and other items.			
6. Action Item Discussion	At the last ASAG meeting (3.16.16), the membership broke up into small groups and looked at Standard III and IV Action Items; no further discussion took place.			
7. Other	A discussion ensued regarding concerns and/or items that may still need to be addressed. The Group discussed the importance of articulating how VC has addressed the recommendations from the last accreditation visit.			
8. Meeting Takeaways	<ul style="list-style-type: none"> We have learned a lot from our self-study We are in the final stages of preparing the Document for the board Focus now is getting the evidence in good shape 			
F. Action Items				
1. None				
G. Adjournment	E. Martinsen adjourned the meeting at 4:51 p.m.			
Next Meeting Date:	April 20, 2016 – 3:30 pm, MCW-312			

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