****

**Accreditation Steering Advisory Group**

**2018-2019 Academic Year**

**Meeting Notes**

**May 1, 2019 ~ 3:00 p.m. – 4:00 p.m.**

**Members:** ALO: Kim Hoffmans; Faculty Co-Chair: Eric Martinsen; Classified Co-Chair: Sebastian Szczebiot

Vice President of Academic Affairs (Accreditation Liaison Officer and Chair – Selected by advisory group), Vice President of Student Affairs, Vice President of Business Services, Dean of Institutional Equity and Effectiveness, Academic Senate Executive Committee members, ASAG Faculty Co-Chair, Basic Skills Advisory Group Co-Chairs, Budget Resource Council Co-Chairs, Classified Senate Executive Board members, College Planning Council Co-Chairs, Curriculum Committee Co-Chairs, Deans of Student Learning, Facilities Oversight Group Co-Chairs, Institutional Researcher, Librarian, SLO Advisory Group Co-Chairs, Student Success Committee Co-Chairs, Professional Development Advisory Group Co-Chairs, Technology Advisory Group Co-Chairs, Distance Education Advisory Group Co-Chairs, Equity Advisory Group Co-Chairs, SSSP Advisory Group Co-Chairs, CE Advisory Group Co-Chairs, ASVC Representative

**Attended:** Kim Hoffmans, Eric Martinsen, Sebastian Szczebiot, Grant Jones, Lynn Wright, Phil Briggs, Lydia Morales, Tim Harrison

**Recorder:**  Sebastian Szczebiot

**Notes:**

| **Agenda Item** | | **Summary of Discussion** | **Action**  **(If Required)** | **Completion Timeline** | **Assigned to:** |
| --- | --- | --- | --- | --- | --- |
| 1. **Call to Order** | | 3:05 pm |  |  |  |
| 1. **Public Comments and Introductions** | |  |  |  |  |
| 1. **Approval of Notes** | | Please send any changes to Sebastian |  |  |  |
| 1. **Announcements/**   **Information Items** | * 1. [ACCJC Reaffirmation Letter](https://www.venturacollege.edu/sites/default/files/files/college-information/accreditation/ventura_college_06_13_2018.pdf)   2. Midterm Report due Oct. 15, 2020   3. Comprehensive review due fall 2023 | |  |  |  |
| 1. **Discussion Items** | | | | | |
| * 1. **Review and make recommendations for revisions to Accreditation Standard Subcommittee from 2016** | See Handout.  Vice President of Student Affairs to lead Executive team in Quality Focus Essay.  Standard 1B is very Student Learning Outcomes (SLO) heavy and it would be beneficial to involve the College Outcomes Group (COG) Co-Chairs  For Standard I – Phil will digest and bring recommendations to Deans Council in order to bring in more Deans as leads.  It might be important to include someone from student service for Standard 1C (i.e. Dean of Student Services)  Standard II A: include Professional Development co-chairs  Standard I IC: include Distance Education staff  Standard III A: Dean on DCHR - Tim Harrison to lead  Standard III B: FM&O Director (to be hired) to lead  Standard III C: IT Director to lead  Standard III D: College Fiscal Service Supervisor - Jeanine Day Lead  Standard IV C: Vice Chancellor of IE  Standard IV D: Vice Chancellor of IE and College President  SLOs and Professional Development and have been integrated well into the standards – no need for standalone leads now. | | Recommendation where and how to bring in more deans as leads. |  | Phil Briggs |
| 1. **Review recommendations in ISER and from visiting team** | Standard I: Institution set standards – the standard can be considered the floor, then you have an actual goal, and finally, a stretch goal.  Is the terminology cleaned up now?  -We have offered some clarity through our Education Master Plan. However, with all the changes at the state Chancellor’s Office, we may need to revise our strategy again.  We have met our recommendations and the next step would be finding good ways to communicate this to the campus!  Recommendation Review:  Standard I  IB.1 – District to run perception surveys every other Spring. It is important to make sure these address all the components. We could also pull date for this from committee surveys.  IB.2 – Completed for ISLOs but not ISUOs? ISUO are compliance specific, but perhaps this needs to be revised and worked on by COG next year  IB.3 – Vision for Success Goals have replaced some of these, but yes we have completed.  IB.4 – we started doing this the year of the visit – via starfish for example.  IB.5 – Yes we are now doing this.  Overall – no big gaps in standard I  Standard II  IIA.4 – Completed  IIB.1 – Consolidated two locations into one, still discussing funding for expanding tutoring. Remainder of this recommendation is still in progress, but has already been included in program review.  IIC.1 – We have counselor designees, as well as online tutoring. DE does have a local readiness assessment. There has been progress even with financial aid.  **NEED TO FOLLOW UP with DE**  IIC.2 Completed  IIC.7 Completed  Standard III  IIIA.5 – Not yet actioned  IIIA.6 – this standard and recommendation have been removed (STRIKETHROUGH)  IIIA.12 – Progress has been made  ***IIIB and IIIC plus Standard IV still to be reviewed*** | | Follow up with Distance Education regarding recommendations around standard II |  |  |
| 1. **Committee Survey Results** | Printout Distributed | |  |  |  |
| 1. **Action Items** | | | | | |
| 1. **Review 3 meeting takeaway points** | -Clarified subcommittee leads  -Reviewed standard I, II, and III recommendations (good progress has been made on completing most recommendations, and standard 4 recommendations will be reviewed in the fall)  -Noted collegial environment of committee even if all goals were not met | | Review Standard IV recommendations |  |  |
| 1. **Determine Next Steps** | * Review | |  |  |  |
| **G. Adjournment** | E. Martinsen adjourned the meeting at 4:00 p.m. | |  |  |  |
| **Next Meeting Date:** | Fall 2019 | |  |  |  |