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**Accreditation Steering Advisory Group**

**2018-2019 Academic Year**

**Meeting Notes**

**April 3, 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, Matthew Moore, Sharon Oxford

**Recorder:**  Sebastian Szczebiot

**Notes:**

| **Agenda Item** | | **Summary of Discussion** | **Action**  **(If Required)** | **Completion Timeline** | **Assigned to:** |
| --- | --- | --- | --- | --- | --- |
| 1. **Call to Order** | |  |  |  |  |
| 1. **Public Comments and Introductions** | |  |  |  |  |
| 1. **Approval of Notes:** | | Approved via consensus |  |  |  |
| 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** | Standard I – Phil to review IA and IB and then to report on progress  Standard II – Lynn Wright to review  Standard IIIA/B – Tim Harrison to review  Standard IIIC – Grant Jones to review  Standard IV – Kim Hoffmans (Greg and Alex previously) | |  |  |  |
| 1. **Review recommendations in ISER and from visiting team** | Reserved for May Meeting | |  |  |  |
| 1. **Midterm Report** | We just completed an Annual report for ACCJC – some of this may need to be summarized in our midterm report.  Midterm report is due mid-October 2020, so we will need to reverse engineer our timeline: if Board of Trustees will vote Sept. 2020, our governance process will need to be engaged in Spring 2020. | |  |  |  |
| 1. **ACCJC Thought Paper on Peer Review for DE** | Distance Education – only have to give access to 10% of classes. Institutional Effectiveness is to choose a selection of all offered classes to review if there is a site visit. | |  |  |  |
| 1. **Action Items** | | | | | |
| 1. **Review 3 meeting takeaway points** |  | |  |  |  |
| 1. **Determine Next Steps** | Eric Martinsen is no longer continuing as Faculty Co –Chair. Thinking about suggestions? | |  |  |  |
| **G. Adjournment** | E. Martinsen adjourned the meeting at 4:00 p.m. | |  |  |  |
| **Next Meeting Date:** | Fall 2019 | |  |  |  |