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**Accreditation Steering Advisory Group**

**2019-2020 Academic Year**

**Meeting Notes**

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

**Members:** ALO: Jennifer Kalfsbeek-Goetz; Faculty Co-Chair: Lydia Morales; 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, Jennifer Kalfsbeek-Goetz, Damien Pena, Lydia Morales, Sebastian Szczebiot, Grant Jones, Lynn Wright, Phil Briggs, Sharon Oxford, Felicia Duenas, Sarah Mossembekker, Felicia Torres, Jimmy Walker, Tim Harrison, Dan Clark, Jesus Vega, Anne Paul King, Colleen Coffey, Dan Kumpf, Andrea Horrigan, Lisa Putnam

**Recorder:**  Sebastian Szczebiot

**Notes:**

| **Agenda Item** | | **Summary of Discussion** | **Action**  **(If Required)** | **Completion Timeline** | **Assigned to:** |
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| 1. **Call to Order** | |  |  |  |  |
| 1. **Public Comments and Introductions** | |  |  |  |  |
| 1. **Approval of Notes:** | | Approved via consensus |  |  |  |
| 1. **Announcements/**   **Information Items** | * 1. Midterm Report due Oct. 15, 2020      1. Seems far away but timeline will be quick!   2. Comprehensive review due fall 2023 | |  |  |  |
| 1. **Discussion Items** | | | | | |
| * + **Review Advisory Group Charge, Purpose and Membership** | Andrea Horrigan, AS Treasurer  We need a co-chairs for this upcoming year.  Membership needs to be updated – once all committee chairs are identified. | |  |  |  |
| 1. **2019-20 Goals and 2018-19 Accomplishments** | 18/19 Goal 1: Grant stated that we created a rough draft site that should be linked to our accreditation page. However, taxonomy has not been established. Carry goal over.   * + - Note that taxonomy for midterm report would be different than for 2023 report   + Goal 2: carry over   + Goal 3: Phil has reports on Quality Focus Essay(QFE), and from Institutional Self Evaluation Report (ISER) as well as team recommendations-we compiled the data   + Updated and passed new participatory governance handbook which incorporated this goal     - “compliance” would be down to standard leads     - Fillable form could perhaps be used for autopopulation     - Goal is to be noted for future, but perhaps not this year   **2019-20 New Goals:**  Mid term report plus the above carry-overs! | | Seb to include Rhonda Lille on invitations |  |  |
| 1. **Review Current Accreditation Standard Subcommittees (From May)** | Still some TBD –  Add David Gardner, new FMO Director | | Bring back in October and work on filling in blanks |  |  |
| 1. **Preparing for MidTerm Report Process and Timeline** | Need to be reporting on status of QFE   * + - We also need to start looking at our progress on recommendations     - Not standard by standard, the report will be action by action   Draft Timeline  Working backwards from Second Board meeting in September 2020.  Last Academic Senate meeting of AY 2019 beginning of May  So goal is to have it nice and clean and ready to go by April 2nd  Timeline allows for a reading in November, unofficial, and input to be collect and incorporated in early spring  Need to add CPC and ASVC to process  Captain Chat could also provide for an opportunity to engage in dialogue? On Feb 11 at 2:30 pm  Process?  October: Thought was to use October meeting as a working session to work through the action plan in our work groups. We need to bring in people specific to our action steps for this.  November: review it as a team in ASAG and get ready for first preliminary read  **Leads: Bring teams to OCTOBER meeting!** | | **Leads: Bring teams to OCTOBER meeting!** |  |  |
| 1. **Review Recommendations in ISER and from visiting team** | Lisa tried grouping recommendations by actions – some actions are redundant.  1-7 Phil lead (work with Damien on 2)  8 – Lynn  9 – Peter Sezzi/Jesus Vega/Lynn(Tutoring)  10 – Dan Kumpf/Sharon&Matt&Ali/Brandon  OEI overall, not the grant alone. Would need some counseling input: Brandon D’Amico is the DE specialist  11 – AB705 and assessment: Lynn, plus lead faculty, and assessment (Victoria Nielsen) – include Marcelo  12 – Tim (Larry Buckley to be district lead)  Lisa remembers all colleges working together on this action so perhaps district is expecting this  13 – Addressed in follow up report and has now been removed as an accreditation standard  14 – Tim and Larry Buckley (change from PT faculty to “faculty”)  15 – Catherine Bojorquez, Susan Royer, Steve Palladino (Faculty co lead for FOG)  16 – Catherine Bojorquez  17 – Cathy and David Gardner  18 – Grant Jones: 2017-19 plan complete but next cycle coming up  19 – Phil Briggs  20 – Catherine Bojorquez including PD and IT  21 – Phil Briggs Kim Lydia  22 – Phil Briggs  23 – Phil Briggs  24- district has strategic plan now, so Kim  25 – Larry / Kim  26 – Larry / Kim  Middle column: anticipated completion date  Far right: status column “finished or in progress” | |  |  |  |
| 1. **Action Items** | | | | | |
| 1. **Review 3 meeting takeaway points** | Get groups together  Get evidence  Get draft | |  |  |  |
| 1. **Determine Next Steps** | Co-chairs will work after October meeting to organize all data together for review in November.  Phil is working on Annual report  It would be good to bring a list of any identified but missing evidence.  Just the narratives will be sent out to our governance groups however. | |  |  |  |
| **G. Adjournment** | Lisa Putnam adjourned the meeting at 4:12 p.m. | |  |  |  |
| **Next Meeting Date:** | October 2nd, 2019 | |  |  |  |