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**Accreditation Steering Advisory Group**

**2018-2019 Academic Year**

**Meeting Notes**

**November 7, 2018 ~ 3:00 p.m. – 4:30 p.m.**

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

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, Debbie Newcomb, Phil Briggs, Rick Trevino, ASVC Treasurer - Michael

**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** | | Program review has been fantastically easier than in the past according to D. Newcomb. |  |  |  |
| 1. **Approval of Minutes: Oct 2018** | | K. Hoffmans asked for any corrections and/or amendments to the minutes as presented. There were none. Minutes were 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 2018-19 Goals discussed from last meeting** | Noted one correction: “any” instead of “an” in goal three  Included Classified Co-Chair in Membership | |  |  |  |
| 1. **Review ACCJC Seven-Year Cycle** | Kim updated timeline and distributed electronically to group.  We do not need to do a follow-up for year two. | |  |  |  |
| 1. **Recommendation to CPC to standardize minutes** | Making recommendations taskforce is already incorporating current proposal from ASAG.  Nov 14th – Potential Pirate Talk on minutes/note taking. | |  |  |  |
| 1. **Review and make recommendations for revisions to Accreditation Standard Subcommittee from 2016** | Lead IV – College President  Some names should be replaced with position titles perhaps.  Workgroup reviewed all standard leads and made changes as necessary.  Incorporated classified leadership into standard IV.  Add VPSA to QFE.  At next meeting, Kim will ask for volunteers for subgroups.  Eric again suggested mapping existing campus governance groups to standards and subcommittees.  Handout of compiled recommendations was reviewed and discussed. | |  |  |  |
| 1. **Review recommendations in ISER and from visiting team** | Green – ISER recommendations  Blue – Vising team recommendations  Going forward, as standard teams are set, we should look back at these and note progress/accomplishments. | |  |  |  |
| 1. **Action Items** | | | | | |
| 1. **Review 3 meeting takeaway points** | Make recommendations list from Adrian into spreadsheet for leads to track progress.  Phil to create online fillable form for leads to start mapping committee structure to accreditation standards.  Minutes: Professional Development on guidelines (Pirate Talks). | | Create tracking spreadsheet and fillable form |  |  |
| 1. **Determine Next Steps** |  | |  |  |  |
| **G. Adjournment** | E. Martinsen adjourned the meeting at 4:30 p.m. | |  |  |  |
| **Next Meeting Date:** | February 2019 | |  |  |  |