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**Accreditation Steering Advisory Group**

**2016-2017 Academic Year**

**Meeting Notes**

**December 7, 2016 ~ 3:30 p.m. – 5:00 p.m.**

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

Kammy Algiers, Emily Bartel, Jack Bennett, Scott Brewer, Michael Bowen, Phillip Briggs, Michael Callahan, Colleen Coffey, Eileen Crump, Jeanine Day, Maureen Eliot, Karen Engelsen, Greg Gillespie (President), Tim Harrison, Bill Hart, Grant Jones, David Keebler, Alex Kolesnik, Gwen Lewis-Huddleston, Rachel Marchioni, Debbie Newcomb, Peder Nielsen, Steve Palladino, Mark Pauley (Budget and Resource Council Co-Chair), Arlene Reed, Peter Sezzi, Lisa Smith, Rick Trevino, Lynn Wright, and Pamela Yeagley.

**Guests:**

**Recorder:**  Sebastian Szczebiot

**Notes:**

| **Agenda Item** | | **Summary of Discussion** | **Action**  **(If Required)** | **Completion Timeline** | **Assigned to:** |
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| 1. **Call to Order** | | E. Martinsen called the meeting to order at 3.36 pm |  |  |  |
| 1. **Public Comments and Introductions** | | * President’s Holiday Gathering * Math and Sciences also extends invite to Division Holiday Party |  |  |  |
| 1. **Approval of Meeting notes from Oct. 5, 2016** | | 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** | * Commission meets January 11th to 13th.   + We’ve sent back error/fact report already. | |  |  |  |
| 1. **Discussion Items** | | | | | |
| * 1. **Charge** | * See attachment * Charge revised to reflect the ongoing nature of ASAG   + Monitors college compliance with accreditation standards in order to sustain continuous quality improvement * Membership list is not exhaustive.   + Need to add “Other campus-wide leads related to accreditation”   . | |  |  |  |
| 1. **Goal and accomplishments** | * See attachment | |  |  |  |
| 1. **Seven year cycle** | * Accreditation will be on a 7 year cycle. * It would be beneficial to plot out what these 7 years will look like and to set targets. Kim drafted an example (see attachment). * Kim’s assumption is that VC will have this accreditation reaffirmed with an 18 month follow up. * Mid-term report will follow up on our action items and show progress we made on the things we said we would do.   + Mid-term report is released at the end of year four * For the midterm report, we will need to know what evidence will be necessary to show/prove progress.   + Fall 2017 we will probably start working on report * We need to demonstrate continuous action toward quality improvement and our continuity...the continuous action   Kim would like all meeting minutes to be stored online in one folder – so that it is index-able and searchable.  Check boxes could be added to the end of the minutes template listing main topics, which could then be ticked to catalog what substantial data has been covered in those notes.  Grant - How granular do you want this to be? If it is too granular than you have to train everyone involved that they understand   * This on the other hand will spread the info/knowledge   Jack suggested ranking system to cataloging as well. Not all SLO discussions in minutes are equally valid. Could be ranked by importance.  Kim also suggested working meetings for reviewing evidence so that good evidence rises to the top. Monitoring actions as well. This would also allow for addressing problems early and finding any relevant gaps.  First step would be acknowledging which committees have the most substantial conversations and need to be monitored. | |  |  |  |
| 1. **Meeting take away** | * Revised charge and updated membership * Discussed a 7 year cycle * Drafted a plan for collection and cataloging evidence | |  |  |  |
| 1. **Action Items** | | | | | |
| 1. **None** |  | |  |  |  |
| **G. Adjournment** | E. Martinsen adjourned the meeting at 4:27 p.m. | |  |  |  |
| **Next Meeting Date:** | March 1, 2017 @ 3:30 pm, MCW-312 | |  |  |  |