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**Accreditation Steering Advisory Group**

**2015-2016 Academic Year**

**Meeting Notes**

**May 4, 2016 - 3:30 p.m. – 5:00 p.m.**

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

Jack Bennett, Michael Bowen, Phillip Briggs, Tim Harrison, Bill Hart, Grant Jones, Alex Kolesnik, Debbie Newcomb, Peder Nielsen, Peter Sezzi, and Lynn Wright

**Guests:** Rhonda Lillie andFelicia Torres

**Absent:** Kammy Algiers, Emily Bartel, Michael Callahan, Colleen Coffey, Maureen Eliot, Karen Engelsen, Patricia Ewins, Greg Gillespie (President), Raeann Koerner, Raeann Koerner, Gwen Lewis-Huddleston, Rachel Marchioni, Mark Pauley (Budget and Resource Council Co-Chair), Steve Palladino, Rebecca Russell, and Rick Trevino

**Recorder:**  Olivia Long

**Notes:**

| **Agenda Item** | | **Summary of Discussion** | **Action**  **(If Required)** | **Completion Timeline** | **Assigned to:** |
| --- | --- | --- | --- | --- | --- |
| 1. **Call to Order** | | E. Martinsen called the meeting to order at 3:33 p.m. |  |  |  |
| 1. **Public Comments** | | none |  |  |  |
| 1. **Approval of Minutes: April 20, 2016** | | E. Martinsen 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. **Reminder to submit evidence and any web problems to** [**Felicia Torres**](mailto:ftorres@vcccd.edu?subject=Accreditation%20Evidence/Web%20Issues)    2. [ACCJC Accreditation Reference Handbook July 2015](http://www.accjc.org/wp-content/uploads/2015/07/Accreditation_Reference_Handbook_July_2015.pdf)    3. [ACCJC Guide to Evaluating & Improving Institutions](http://www.accjc.org/wp-content/uploads/2015/07/Guide_to_Evaluating_and_Improving_Institutions_July_2015.pdf) (Probing Questions)    4. [ACCJC Manual for Institutional Self Evaluation](http://www.accjc.org/wp-content/uploads/2015/10/Manual_for_Institutional_Self_Evaluation_Oct_2015.pdf) Oct. 2015    5. [Napa Valley College (sample Accreditation Self-Evaluation Report)](http://www.napavalley.edu/AboutNVC/Planning/accreditation/Pages/Self-Evaluation2014.aspx)    6. [CCCCO Taskforce on Accreditation](http://californiacommunitycolleges.cccco.edu/Portals/0/reports/2015-Accreditation-Report-ADA.pdf)    7. [Los Angeles Valley College Self Evaluation Report](http://lavc.edu/Accreditation/index.aspx)    8. [Google drive link to Ventura Colleges Self Evaluation Report](https://docs.google.com/document/d/1AQ2bldFe493IwCyVdGNvavBMLS1z34gqFi44f84V3mI/edit?usp=sharing) | | | | | |
|  | E. Martinsen noted the Announcements/Information Items. | |  |  |  |
| 1. **Discussion Items**    1. **Campus ISER final “drop-dead” deadline is Friday, May 20th** | K. Hoffmans noted the inclusion of the ISER on the May Board Agenda. E. Martinsen requested that any updates/revisions moving forward, only send the part that needs updated (not the whole document) and/or reference to the page number. | |  |  |  |
| 1. **Update of feedback from Governance Committees (Academic Senate, Classified Senate, & Associated Students Ventura College)** | A. Kolesnik stated that the ISER was scheduled for a second reading at Academic Senate May 5th and he anticipated approval.  T. Harrison stated that he met with ASVC and would follow-up in September with the new officers.  It was noted that the document was on the Classified Senate meeting agenda for May 5th. | | Follow up with newly elected ASVC officers | Prior to visit in September | Dr. Hoffmans |
| 1. **Evidence update (Felicia Torres)** | F. Torres provided an update on evidence collection and provided directions for how outstanding evidence should be submitted. | |  |  |  |
| 1. **Other** | none | |  |  |  |
| 1. **Meeting Takeaways** | * Drop dead evidence deadline – May 11th * No more changes * Clarified process for evidence (flash drive) * Lead Meeting – June 15th | |  |  |  |
| 1. **Action Items** | | | | | |
| 1. **None** |  | |  |  |  |
| **G. Adjournment** | E. Martinsen adjourned the meeting at 4:27 p.m. | |  |  |  |
| **Next Meeting Date:** | TDB (Fall 2016) @ 3:30 pm, MCW-312 | |  |  |  |