

VENTURA COLLEGE
Accreditation Steering Committee
November 12, 2014

Present: Susan Bricker, Michael Callahan, Tim Harrison, Bill Hart, Patrick Jefferson, Grant Jones, David Keebler, Rachel Marchioni, Debbie Newcomb, Steve Palladino, Mark Pauley, Art Sandford, Rick Trevino

Convened: 3:05 p.m.

Recorder: Linda Resendiz

Agenda Item	Summary of Discussion	Action Due & by Whom
<u>Public Comments</u>		
	None.	
<u>Announcements/ Information Items</u>		
	P. Jefferson informed the Committee that in the “Making Decisions” document, the Co-Chair for the Accreditation Steering Committee is the Academic Senate President.	
<u>Discussion Items</u>		
1. Update on Accreditation Training in Santa Maria, CA on October 17th - <i>Committee</i>	On October 17 th , a group of 9 members from the Accreditation Steering Committee attended one-day training with representatives from ACCJC at Allan Hancock College. Moorpark College and Oxnard College were also in attendance. Jack Pond from ACCJC went over the new changes.	P. Jefferson will scan and email the entire packet distributed at the training for everyone’s information. (November 2014)
2. Gap Analysis – <i>P. Jefferson</i>	From now through February 2015, work needs to be done on the gap analysis. The Committee needs to be divided into teams as well as get replacements for members who are no longer available. D. Keebler will review the gap analysis tool in order for the Committee to do a ranking on where the gaps are. From this, a mini mock-up report will be developed by next year which should indicate what the holes are. In fall 2015, this report will be beefed up making way to a substantial final draft by December 2015. A preliminary report should be submitted around March 2016. A draft should be sent out	

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<p>a. Template – <i>D. Keebler</i></p>	<p>to the entire campus for feedback and input around January 2016. People need to be recruited for involvement in this process. It was suggested that an all user email be sent out requesting more faculty participation.</p> <p>The template was reviewed and discussed. It was noted that the document takes the new standards and links them to the old standards. Also, eligibility requirements have been incorporated into the new standards. A handout called “VC Accreditation Compliance Review by Standards” was distributed. This contains history of the standard elements. Another handout called “VC 2016 Accreditation Self Study” was distributed. This document shows where the gaps are.</p>	<p>Go through and have some discussions within the next month and use documentation to get your gap analysis between now and February or longer and start answering questions when you get the full document and see what evidence is out there. Will go over step-by-step and make as efficient as possible.</p>
<p>3. Database Development</p>	<p>D. Keebler reviewed what Lane Community College in Oregon put together as a webpage with hyperlinks which contains the standards, narratives, and evidence for each standard. He mentioned that something like this will be developed for VC.</p>	
<p>4. Spring Semester Timeline</p>	<p>VC’s accreditation will not be pushed back a year. Everything is on target for 2016.</p>	
<p>5. Future Meetings</p>	<p>Meetings will be scheduled for general discussion. Work on gap analysis. Answer questions and do the evidence (spring 2015).</p>	

Action Items		
1. Approval of Minutes - September 10, 2014	Motion to approve: Art Sandford Second motion: Mark Pauley Opposed: 0 Abstentions: 0	
Handouts		
<ul style="list-style-type: none"> • VC Accreditation Compliance Review by Standards • VC 2016 Accreditation Self-Study • VC Self Study Table of Contents 		
Next Meeting	<ol style="list-style-type: none"> 1. Meeting adjourned at 3:59 p.m. 2. Next meeting: Wednesday, December 10, 2014 at 3:00 p.m. – MCW-312 Conference Room 	