



Accreditation Steering Committee

Agenda

Wednesday, October 7, 2015

3:30 – 5:00 p.m.

Multidisciplinary Center West (MCW) – 312

- A. Call to Order
- B. Public Comments
- C. Approval of Minutes: September 16, 2015
- D. Announcements/Information Items
 - 1. Reminder to submit evidence and any web problems to Felicia Torres
 - 2. [CCCCO Taskforce on Accreditation](#)
 - 3. [Accreditation Reference Handbook July 2015](#)
 - 4. [Napa Valley College \(sample Accreditation Self-Evaluation Report\)](#)
 - 5. [ACCJC Guide to Evaluating & Improving Institutions](#)
- E. Discussion Items
 - 1. ACCJC Peer Review Site Team visit
 - a) First choice: October 10-14, 2016
 - b) Second choice: September 26-30
 - 2. Review modified timeline
 - 3. Review Subcommittee List (need more faculty/staff volunteers and students)
 - 4. Faculty Accreditation Lead Support
 - 5. Update on Web Editor (Grant)
- F. Action Items
 - 1. None
- G. Adjournment

Charge: The Accreditation Steering Committee monitors the status of the college's compliance with accreditation standards and is responsible for the coordination of the effort to prepare the self-study and mid-term reports. Recommendations from the college self-study and the Accrediting Commission referred to the College Planning Committee for incorporation into the college plan.

Membership: Accreditation Liaison Officer, Vice President of Academic Affairs and Student Learning, vice President of Student Development, Vice President of Business Services, Dean of Institutional Effectiveness/Accreditation Liaison Officer (chair), Academic Senate Executive Committee members, Basic Skills Committee Co-Chair, Budget Resource Council Chair, Classified Senate Executive Committee members, College Planning Council Co-Chair, Curriculum Committee Co-Chair, Dean for Distance Education, Facilities Oversight Group Co-Chairs, Institutional Researcher, Library Committee Chair, Learning Resources Supervisor, SLO Committee Chair, Asst. Deans of Student Services, Student Success Team Representative, Technology Committee Chair.

Meeting Dates for Fall 2015	Meeting Dates for Spring 2016
Sept. 2 & 6	Jan. 20
Oct. 7 & 21	Feb. 3 & 17
Nov. 4 & 9	March 2 & 6
Dec. 2	April 6 & 7
	May 4



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

September 16, 2015 - 3:30 p.m. – 5:00 p.m.

MEETING NOTES PRIOR TO APPROVAL AT OCTOBER 7, 2015 VC-ASC MEETING

Members: VP Student Development/Accreditation Liaison Officer: Patrick Jefferson, Co-Chair; Faculty Co-Chair: Alex Kolesnik Kammy Algiers (Equity Committee), Jack Bennett, Michael Bowen, Phillip Briggs, Michael Callahan, Karen Engelsen, Greg Gillespie (President), Tim Harrison, Bill Hart, Kim Hoffmans, Grant Jones, Gwen Lewis-Huddleston, Rachel Marchioni, Debbie Newcomb, Peder Nielsen, Steve Palladino (FOG Co-Chair), Mark Pauley (Budget and Resource Council Co-Chair), Rebecca Russell, Peter Sezzi, Rick Trevino, and Lynn Wright

Guests:

Absent: Emily Bartel, Colleen Coffey

Recorder: Felicia Torres

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	Patrick Jefferson, VC-ASC Co-Chair, called the meeting to order at 3:33 p.m.			
B. Public Comments	None			
C. Announcements/Information Items				
	<p>Minutes from September 2, 2015 meeting were distributed. Motion to approve minutes by M. Pauley, second by M. Bowen</p> <p>P. Jefferson inquired if any corrections were needed. P. Nielsen and R. Marchioni noted that they should be listed as absent.</p> <p>Motion was approved noting correction.</p> <p>M. Bowen provided information regarding course outlines lacking student learning outcomes. K. Hoffmans provided a synopsis of the discussion that occurred at Curriculum Committee regarding this subject matter.</p>			
D. Discussion Items 1. Reports on	P. Jefferson stated that the information was sent out. He added that drafts were due in another month and that			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Progress	subcommittees should be meeting. He requested updates from each group.			
a) Standard 1A, 1B, 1C b) Standard 2A, 2B, 2C c) Standard 3A, 3B, 3C, 3D d) Standard 4A, 4B, 4C, 3D	The leads for the various standards provided updates on their progress thus far. Discussion included templates available, document sharing and version control. B. Hart volunteered to be the point person to have documents funnel through him to address concerns regarding version control. G. Jones noted that the updated version of SharePoint was close to being released for campus use.			
2. Faculty Accreditation Lead	There is still a need for a faculty accreditation lead.			
3. ALO	G. Gillespie solicited suggestions for appointing an ALO. It was suggested to have him pick whom that person should be or ask interested parties to provide a written request including why they were interested and would be good for the position.			
E. Action Items				
1. Fall Accreditation Timeline	P. Jefferson noted that a draft is need by November 4 th or sooner and a final no later than December 2 nd .			
H. Adjournment	Patrick Jefferson adjourned the meeting at 4:12 p.m.			
Next Meeting Date:	October 7, 2015 – 3:30 pm, MCW-312			



Accreditation Self-Evaluation Preparation Timeline

D R A F T of October 07, 2015

Month	Activity
September 2, 2015	First semester meeting to discuss group assignments and timelines
September 16, 2015	All groups review drafts and identify areas that will need attention and possible sources of evidence.
October 7, 2015	Report on progress on draft and turn in evidence for electronic storage
November 4, 2015	Draft responses for all 4 standards are due
November 6-30, 2015	Share progress on initial response to each standard with Campus Committees and Forums
November 19, 2015	Accreditation Committee meets and responds to draft of standards
December 1, 2015	1 st Draft submitted to Accreditation Liaison Officer
December 2, 2015	1 st Draft distributed to Accreditation Steering Committee members for review during meeting
January 6, 2015	Edits/comments on 1 st Draft due to Ken Sherwood, Linda Kama'ila and copied to Laurie Nelson-Nusser
January 13, 2015	Draft revisions of 5.3, including J and H due to DCAP
February 1, 2016	Draft due to DCAP, local committees (Student Success, PBC, PEPC and to VC Senate) First and second readings where needed. Draft revisions throughout the month. Quality Focus Essay and planning pieces need to be in place.
March 17, 2016	Draft due to Board for April Board Meeting***
April 12, 2016	Board meeting – first reading Revisions as necessary; Final Draft to Board approximately April 19.
May 12, 2016	Final Draft, Second Reading by BoT
August 2016	Self-Evaluation due to ACCJC
October, 2016	Site Team Visit; Possibly October 10-14. <i>Our second choice of dates is the last week in September</i>

***March 17th is the deadline for the document (not the placeholder) to actually lodged with Clare Geisen. If there were minor changes that we caught in the next couple of days past that, we could probably fix, if not we'll just communicate to the Board at the meeting.

Ventura College

Accreditation Standards Subcommittees (10/05/2015)

Subsection Leads are underlined

Accreditation Liaison Officer	Kim Hoffmans
Standard I: Institutional Mission and Effectiveness	Lead – Phillip Briggs
A. Mission	<u>Phillip Briggs and Maureen Eliot</u> , Michael Callahan, Peter Sezzi, Lisa Anderson, STUDENT REP, Classified Rep
B. Assuring Academic Quality and Institutional Effectiveness	<u>Bill Hart</u> , Sharon Beynon, Michael Callahan, Alex Kolesnik, Rachel Marchioni
C. Institutional Integrity	<u>Debbie Newcomb, Andrea Horigan</u> , Michael Callahan, Peter Sezzi, Olivia Long, Sandy Melton, Amy Madsen, Richard Forde
Standard II: Student Learning Programs and Services	Lead – Lynn Wright
A. Instructional Programs	<u>Alex Kolesnik/Lynn Wright</u> , Jack Bennett, Peter Sezzi, Sharon Beynon, Andrea Horigan, Pamela Yeagley, Michael Bowen, Raeann Koerner
B. Library and Learning Support Services	<u>Peter Sezzi/Rebecca Russell</u> , Tanya Shafer, Erika Hurtado
C. Student Support Services	<u>Karen Engelsen</u> , David Bransky, Rick Trevino, Bill Hart, Celia Rodriguez, Scott Brewer, Alma Rodriguez, Will Cowen, Emily Bartel, Debbie Newcomb, Categorical rep
Standard III: Resources	Lead – Tim Harrison
A. Human Resources	<u>Tim Harrison</u> , Mike Shanahan, Peder Nielsen, Alex Kolesnik, Bill Hart, Maureen Eliot
B. Physical Resources	<u>Jay Moore</u> , Tim Harrison, Steve Palladino, Dan Kumpf
C. Technology Resources	<u>Grant Jones</u> , Gwendolyn Lewis-Huddleston, Mark Pauley, Rebecca Russell
D. Financial Resources	<u>Tim Harrison</u> , Jeanine Day, Peder Nielsen, Brenda Griego, Rebecca Russell, Mark Pauley, Lisa Smith
Standard IV: Leadership and Governance	Lead – Alex Kolesnik
A. Decision-Making Roles and Processes	<u>Alex Kolesnik</u> , Colleen Coffey, Olivia Long, Peder Nielsen, Tim Harrison, Student Rep
B. Chief Executive Officer	<u>Greg Gillespie</u> , Alex Kolesnik, Peder Nielsen
C. Governing Board	<u>Greg Gillespie</u> , Clare Geisen, Alex Kolesnik, Peder Nielsen

D. Multi-College Districts or Systems	<u>Greg Gillespie</u> , Clare Geisen, Alex Kolesnik, Peder Nielsen
Distance Education	<u>Gwendolyn Lewis-Huddleston</u> , Matthew Moore, Eileen Crump, need volunteers here
SLOs	<u>Bill Hart/Debbie Newcomb</u> , Rachel Marchioni, Alma Rodriguez, need volunteers here
Professional Development	<u>Sharon Beynon</u> , Eileen Crump, need volunteers here
Student Equity	<u>Kammy Algiers</u> , Dan Kumpf, Rick Trevino