**Ventura College**

**Accreditation Steering Advisory Group**

**9/1/2021 | 3:30 PM – 5:00 PM**

**Meeting Notes**

*ASAG Members Present:*Dan Clark (co-chair), Tatiana Lawler (co-chair), Lisa Putnam (co-chair);  
Kim Hoffmans, Jennifer Kalfsbeek-Goetz, Damien Pena, Cathy Bojorquez, Phil Briggs, Jesus Vega, Boglarka Kiss, Bernard Gibson, Felicia Torres, Matthew Moore, Sharon Oxford, Ali Olson-Pacheco, Peter Sezzi, Kaela Casey, Grant Jones, Debbie Newcomb, Felicia Duenas, Libby Fatta, Leticia Canales, Susan Royer

*ASAG Members Absent:* Sebastian Szczebiot, Gaby Asamsama-Acuna, Orlando DeLeon, Jeanine Day

1. ISER Timeline Review  
   A quick overview of the ISER Timeline took place, noting how the new process has impacted our planning. We are moving at the pace needed, but need to be sure that we create our first draft by the end of October so that we can send it to the Senates and ASVC for a first-level review and feedback (looking for feedback on whether our report is complete and accurate). The feedback received will be incorporated into our official first draft, which will be sent through the official review and approval process in spring 2022. (See attached)

1. Annual Goals for 2021-22 have been determined to be:
   1. Continue preparation of 2023 Institutional Self-Evaluation Report
   2. Continue collection of evidence of documenting compliance with accreditation standards; store evidence in shared location; collaborate with District IT to determine shared location which can be accessed by ACCJC Team Evaluators
   3. Continue ISER training with new members of ASAG
   4. Disseminate progress report on 2016 VC Quality Focused Projects (Beacons of Success and Sail to Success)

1. ISER Liaisons and Workgroup Leads: Clarification of Roles and Expectations
   1. Updates: Teams are still meeting to finish first draft
   2. NOTE: Templates for ISER reports are available in Teams
   3. Please keep your working draft
   4. Evidence Collection moving to Teams
2. QFE Planning  
   The workgroup agrees that our 2024 ISER QFE should reflect the work that we are already working on as part of our existing plans developed by Student Success and Equity and our Guided Pathways groups. This needs to be discussed with Senates and ASVC in our November ISER review conversations, and then a small workgroup needs to be formed to draft our actual QFE plan and timeline, incorporating the plans and timelines already identified in the Equity Plan and Guided Pathways Plan.

1. Future Meeting Modality: We will meet via Zoom for the remainder of fall 2021.

**IESR Timeline Worksheet (Revised 9/10/21)**

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|  | **Academic Year**  **2020-21** | **Academic Year**  **2021-22** | **Academic Year**  **2022-23** |
| September | IESR Timeline Drafted;  Begin forming teams.  Schedule ACCJC Training? | ASAG Meets, plus  QFE Team/ASAG Design 2023-2030 QFE Plan | ASAG Meets, plus  **Final College-Level  Approvals & Signatures**  ISER to  District Committees for review |
| October |  | **2023-2030 QFE Discussions** w/Senates, ASVC, other Governance Groups  ASAG finalizes ISER | ISER to VCCCD Board |
| November | IESR Timeline Approval.  Finalize editing teams; review previous ISER and Action Items | ASAG Meets, plus  Exec, Senates, ASVC & CPC Receive 1st Version ISER (Noting any areas of concern, any areas that need action) | Buffer Month for Approvals |
| December | Buffer Month | ASAG Meets  Review feedback from Exec, Senates, ASVC & CPC |  |
| January | 1. ASAG/Accred Study Session 2. Introduce Process Review w/ ASVC | Collegewide Review (Portal), plus opportunity for additional discussion in  Academic/Classified Senates, ASVC & Exec Team | Submit IESR  to ACCJC  January 15, 2023 |
| February | 1. Build Work Teams for Each ISER Standard 2. Begin Drafts & Collect Evidence | ASAG Meets  **Finalize ISER** |  |
| March | ASAG Meets:  Work Team Report-Outs  (Any issues being faced?) | 1st Read by Academic, Classified Senates, ASVC  and CPC | Host college and district informational sessions about ISER content in March/April    Team ISER review:  **Expect Core Inquiries**  **From Team** |
| April | **ISER Training Session**  Standards Work Teams Meet  **Please create list of concerns or missing information** | 2nd Read by Academic, Classified Senates, ASVC  and CPC |
| May | ASAG Meets:  Work Team Report-Outs  (Any issues being faced?) | ASAG Meets  **Final Organization of Evidence** |  |
| Summer Months | Begin Organization of Evidence (what’s missing?) | Graphics/Cover Design & Printing  \* Check vacation dates of graphic design and printshop staff |  |