

**ACCREDITATION RESPONSE GROUP
MINUTES OF INAUGURAL MEETING
8 a.m. – 2 p.m.
OIE Conference Room
AUGUST 6, 2009**

Present: Brenda Baity (Faculty Co-chair of Self Study), Wendy Bass-Kerr (Distance Education Coordinator), Kathleen Burke-Kelly (Vice President, Institutional Effectiveness), Ryan Corner (Associate Dean of Research), Karen Daar (Dean, Academic Affairs and ALO), Jeff Hernandez (Faculty Co-chair, Budget Committee and Shared Governance Council), Alex Immerblum (Academic Senate and Student Success), Renee Martinez (Vice President of Workforce Education), Kim Misa (Research Analyst), Armida Ornelas (AFT Chapter President), Steve Wardinski (Chair, Curriculum Committee)

Purpose of Meeting: K. Burke-Kelly explained that the purpose of today's meeting was the inaugural meeting of a group that would come to be called the Accreditation Response Group (ARG). Discussion occurred about the function of ARG and its membership:

- Kathleen was recently named the Vice President of Institutional Effectiveness. She most recently was Vice of President of Academic Affairs at City College.
- The office known as Research and Planning will be renamed Office of Institutional Effectiveness.
- ARG is a working group, with members from the major operational areas of the college. Its primary purpose will be to work on issues associated with accreditation.

Focus of Meeting: The members then discussed the June letter from ACCJC that placed the College on warning for failure to meet accreditation standards in several areas. It was decided that the most immediate urgency was 3 fold:

- Prepare a response to Recommendation #1 due to ACCJC on October 15 stating that the Board of Trustees has approved the College Mission Statement. Kathleen, Ryan, Brenda, and Karen will work on this report.
- Begin work on a response to the remaining 4 recommendations in a second report due to ACCJC on March 15, 2010. Throughout the coming months, the group will focus on
 - Recommendation #2, which requires us to more explicitly link budget and planning.
 - Recommendation #4, which requires that the program review process be communicated more clearly to the college.
 - Recommendation #5, which requires Student Services to determine the need for any additional services to students. Ryan will work with the Vice President of Student Services to develop point-of-service surveys.
 - Recommendation #6, which requires us to develop written documentation related to the shared governance process on campus.

Discussion of Processes:

- Brief reports were made by Jeff on budget, Steve on curriculum, Alex on student success, and Kim on program review and viability.
- Other areas on which ARG needs to be informed were identified.

Adjournment: The meeting adjourned at 2 p.m. The next meeting will be scheduled via email.