

**ACCREDITATION RESPONSE GROUP  
MINUTES OF MEETING  
12-1 p.m.  
February 23, 2011**

**Present:** Brenda Baity (Faculty Chair, Accreditation), Phillip Briggs (Assistant Research Analyst, OIE), Ryan Cornner, (Dean, OIE), Karen Daar (Dean, Academic Affairs and ALO), Ran Gust (Library), Jeffrey Hernandez (Faculty Co-chair, Budget Committee and ESGC), Alex Immerblum (President, Academic Senate and Co-chair, Student Success Committee), Veronica Jaramillo (SLO Coordinator), Richard Moyer (Vice President, Academic Affairs), Oscar Valeriano, (Vice President, Student Services), Steve Wardinski (Chair, Curriculum Committee)

- I. **Call to Order and Approval of Agenda:** K. Daar called the meeting to order at 12:15 p.m. The agenda was approved as presented.
- II. **Approval of Minutes: M/S/P (Wardinski/Immerblum) to accept the minutes of December 15, 2010, with one change. Item III.C.4. will read *Doing a better job of informing faculty and committees about the definition of a D. E. course vs. face-to-face course vs. hybrid course and making a clear distinction in the schedule of classes.***
- III. **SLO Commission Recommendation – Discussion: Tabled due to limited meeting time.**
- IV. **Stimulating Accreditation Interest – Discussion:** Discussion focused on the process for completing past self studies and how to stimulate participation for the 2015 self study. The typical faculty member has a skewed view about accreditation and does not view the process as cyclical and ongoing.
  1. The department chairs need to get their faculty involved. Faculty, especially those nearing the end of their probationary period, should be invited/recruited to participate in the next self study. A workshop at which accreditation could be discussed and questions would be answered was suggested as one of the means to accomplish this.
  2. Sufficient dialogue, which is critical, has been lacking in the past. The opening session/kickoff workshop for the last self study was good, but the teams needed more direction from the team captains for how to proceed with the data gathering. The team captains need to be recruited earlier and better prepared to provide more guidance to their teams.
  3. There is a lot of overlap in the data needed for the standards, and care should be taken to ensure that the standards are not siloed in their data collection and analysis.
  4. ARG should take the lead in reviewing the overall process for the last self study as well as the standards themselves to develop a plan to ensure a more valuable and successful 2015 self study report that has widespread participation. A focus group for each standard should be formed. For example, ARG could start the discussion with Standard 1 and invite the individuals who participated in the preparation of the standard to give their views and suggestions for improvement.

- V. Accreditation Newsletter:** The spring issue of the *Accreditation Newsletter* has been distributed in email to the campus community and is posted on the Accreditation webpage found in the Faculty/Staff link. One of the purposes of the *Newsletter* is to serve as a forum to review the topics discussed in ARG meetings. It is also used as a vehicle to promote accreditation as an ongoing process. K. Daar and B. Baity will work on the content for the next issue.
- VI. Substantive Change Reports Update:** B. Baity and K. Daar have met with the CTE vice president and deans and the distance education coordinator regarding the need for and content of substantive change reports for CTE programs for which 51 percent of the courses will be offered via distance education. They are developing the timeline for preparation and approval of the next report to ensure that the District and ACCJC timelines for approval will be met.
- VII. Adjournment:** The meeting was adjourned at 1 p.m. The next meeting will be held in March. Members will be polled as to their availability and a date will be determined.