

ACCREDITATION RESPONSE GROUP

MINUTES OF MEETING

12:10-1:45 p.m.

March 23, 2011

Present: Brenda Baity (Faculty Chair, Accreditation), Karen Daar (Dean, Academic Affairs and ALO), Ran Gust (Library), Alex Immerblum (President, Academic Senate and Co-chair, Student Success Committee), Veronica Jaramillo (SLO Coordinator), Renee Martinez (Vice President, Workforce Education), Marcel Morales (Faculty, Social Sciences)

- I. **Call to Order and Approval of Agenda:** K. Daar called the meeting to order at 12:25 p.m. The agenda was approved as presented.
- II. **Approval of Minutes: The minutes of February 23, 2011, were approved by consensus as presented.**
- III. **Use of SharePoint for Self Study – Discussion:** Our next self study will be conducted during the academic year, 2013-2014, with a team visit to follow in March 2015. A step in the early preparation for the development of the self study is to determine the most effective means of communication among the members of the College who will be responding to the standards. R. Gust and B. Baity noted that East tried unsuccessfully to use Microsoft SharePoint during the preparation of the last self study because we could not get everyone on board to use it and early on in the self study data gathering process, the system failed and data was lost. R. Gust stated that Dr. Ed Pai, L. A. City College Dean of Institutional Effectiveness, recently gave a presentation to the ELAC Technology Planning Subcommittee about how City is using Microsoft SharePoint. SharePoint supports shared access to documents and has other uses in addition to accreditation. Moodle was cited as another possible communications tool, but it was noted that this platform is not sophisticated enough to use as a campuswide business tool.
- IV. **Commission Recommendation on SLOs – Discussion:** ACCJC has mandated that all community colleges must be at the proficiency level of the SLO rubric by 2012. This means that the accreditation cycle for courses and programs with ongoing dialogue has occurred and actions have been implemented to improve student success from the department level to the institution level. Many of our course-level SLOs have been assessed, but a continuing challenge is what to do with the results of the assessment. Education of/assistance for faculty and staff on these issues is ongoing. While the SLO process is faculty-based, the students need to be completely informed about SLOs and their implication in their coursework. A focus group of students will be formed to get a handle on their general understanding/knowledge about SLOs.
- V. **Stimulating Accreditation Interest – Discussion:** A focus of ARG is to promote accreditation as an ongoing campuswide commitment that encourages the College to improve in our service to our students. It was suggested that in the coming months, ARG should sponsor such activities as a workshop on Opening Day in August, the *Accreditation Newsletter*, and forums for continuing faculty, as well as for faculty at the New Faculty

Institute, to reinforce ACCJC's expectations for a quality institution and identify what we as a college are doing to meet those expectations and ensure student success.

- VI. Accreditation Newsletter:** The 2011 fall issue of the *Accreditation Newsletter* will be distributed on opening day in August to the faculty, as well as emailed to the entire campus community and 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 fall issue.
- VII. Substantive Change Reports Update:** The timeline for the preparation and approval of the next report was reviewed and updated to ensure that the District and ACCJC timelines for approval (October 2011) will be met. Future substantive change reports for the Health Careers Center and the Firestone Educational Center will be scheduled. Also there may be a need for substantive change reports for new programs as they develop.
- VIII. Adjournment:** The meeting was adjourned at 1:45 p.m. The next meeting will be held in late summer/early fall. Members will be polled as to their availability and a date will be determined.

Respectfully submitted,

Brenda Baity
Faculty Chair for Accreditation