

**ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
9:30-11:30 a.m.
OIE Conference Room
November 20, 2009**

Present: Brenda Baity (Faculty Chair of Accreditation), Ryan Cornner (Associate Dean of Research, OIE), Karen Daar (Dean, Academic Affairs and ALO), Ran Gust (Co-chair, Educational Planning Subcommittee), Alex Immerblum (President, Academic Senate and Co-chair, Student Success Committee), Veronica Jaramillo (SLO Coordinator), Renee Martinez (Vice President, Workforce Education), Kim Misa (Research Analyst, OIE), Steve Wardinski (Chair, Curriculum Committee)

Focus of Meeting:

- Final draft of the *Decision-Making and Shared Governance Handbook* - The campus community has had the opportunity to completely review the *Shared Governance Handbook*. Only very minor changes were suggested. They will be incorporated into the final document. R. Cornner and B. Baity will finalize the document for posting on the College website after the ESGC approves it in December.
- Collegewide communication strategy update - Several members agreed to be responsible for communicating with and educating their constituencies about the Handbook: AFT – A. Ornelas; Academic Senate – B. Baity; ASU – Sonia Lopez; administration and classified – vice presidents, deans, and managers.
- Distance Education Substantive Change Report – The draft, previously approved by the Distance/Distributive Learning Committee and the Educational Planning Subcommittee, was distributed to ARG members for their review. B. Baity and K. Daar will be responsible for preparing the final draft before submitting to the campus community for final approval.
- Work is underway on the preparation of the progress report due March 15, 2010, to ACCJC regarding recommendations 2, 4, 5, and 6. ARG members will be asked to review the draft.
- J. Hernandez, who could not attend the meeting, asked via email that the approval of formation and operation of the Accreditation Response Group be sought from ESGC at its November 24 meeting. B. Baity will prepare a document to present to ESGC about the function of ARG.

Adjournment: The meeting adjourned at 11:30 a.m. The next meeting will be held on January 27, 2010, in the President's Conference Room from 1:30 to 3:00 p.m.