

ACCREDITATION RESPONSE GROUP

MINUTES OF MEETING

12:15-1:45 p.m.

October 20, 2010

Present: Brenda Baity (Faculty Chair, Accreditation), Phil Briggs (OIE), Karen Daar (Dean, Academic Affairs and ALO), Evelyn Escatiola (Coordinator, Professional Development), Margaret Galvan (Chair, Chairs' Committee), 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), Reneé Martinez (Vice President, Workforce Education), Sarah Master (OIE), Richard Moyer (Vice President, Academic Affairs), Steve Wardinski (Chair, Curriculum Committee)

1. **Call to Order and Approval of Agenda:** K. Daar called the meeting to order at 12:30 p.m. The agenda was approved as presented.
2. **Approval of Minutes: M/S/P (Martinez/Jaramillo) to accept the minutes of July 15, 2010, as published.**
3. **Shared Governance and Decision-Making Policy Handbook – Review:** The first revision of the Handbook is underway. Revised/updated information from the content experts should be sent to K. Daar by the end of the week of October 25. It was noted that the budget information is now more complex and will be clearly explained by J. Hernandez. Also the *Educational Master Plan* will not be ready for inclusion in the second edition.
4. **SLO Commission Recommendation – Progress Report:** Two documents, the ACCJC *Rubric for Evaluating Institutional Effectiveness – Part III: Student Learning Outcomes* and a list of the *Accreditation Standards Relating to 2010 Accreditation Response Regarding SLOs*, were distributed. Discussion focused on how ARG can assist in the College's efforts to meet the ACCJC's expectation for SLOs – that all colleges will be operating at the "proficiency" level as described in the Rubric by fall 2012.
 - A. ARG members reviewed and discussed each of the bullets listed in the Rubric.
 - B. K. Daar suggested that a mock-up version of our SLO progress be written so that we can see where we are in the process at this time. ARG must be aware of and assess our status in meeting Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, II.C.2.
 - C. K. Daar, supported by V. Jaramillo, SLO Coordinator, stated that the college seems to be at a standstill regarding what to do about assessment results, a key requirement for meeting the proficiency level as described in the Rubric.
 - V. Jaramillo, noted that we should have a Winter Assessment Day workshop in January and look at best practices and discuss assessment results. We need more thought given to results than what TracDat does. We need narrative describing what a department has learned from the results.
 - J. Hernandez reinforced V. Jaramillo's statement that we should not just rely on numbers but instead should provide detailed narrative of what they mean and

how they are being used for improved student success. We should give rewards for success. ELAC's top management, rather than ACCJC, must drive/promote continuous quality improvement based on Annual Report content that is in turn reported in the Cluster Plans.

- A. Immerblum questioned what "reward" we can give. R. Martinez stated that "improved student success" is the reward – SLOs results are a tool to improved student success. She cited a recent *L. A. Times* article about the need to promote student success at all levels of education. S. Wardinski added that faculty need to come to the conclusion that SLOs is a tool for student success. Rewards do not work. On the other hand, V. Jaramillo noted that, in fact, some colleges that have shown success in assessment results have been given monetary awards.
 - In response to R. Gust's inquiry about where the college is in using results to bring about change, V. Jaramillo stated that we do not yet have a huge amount of data. Only about 25 percent of courses have reported results, with only about one half of those using the results.
 - V. Jaramillo will send some resources to the members that cite how other schools have used results. They might be used as a guidance tool for our campus. ARG members were given the "homework" assignment to review these resources before the next ARG meeting.
5. **Newsletter:** A template has been developed for the *Accreditation Newsletter*. K. Daar and B. Baity will work on the content.
6. **Adjournment:** The meeting was adjourned at 1:45 p.m. The next meeting will be held on December 15, 2010, in E7-410.