

**ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
1-4 p.m.
OIE Conference Room
September 18, 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), Veronica Jaramillo (SLO Coordinator), Renee Martinez (Vice President of Workforce Education), Kim Misa (Research Analyst, OIE), Richard Moyer (Vice President, Academic Affairs), Armida Ornelas (AFT Chapter Chair), Laura M. Ramirez (Dean, Academic Affairs)

Focus of Meeting:

- Discussion of the contents of the *Shared Governance Handbook* (working title) and other issues related to the planning processes was continued from the previous meeting.
 - The original Figure 8 diagram will not be used due to its lack of clarity. R. Cornner presented a new diagram showing the Strategic Planning Cycle (6 yr) and Operational (Annual). The group edited it and approved it for inclusion in the Handbook.
 - Drafts of several of the other topics/sections on the agenda were reviewed and refined:
 - Integrating global planning items and unfunded mandates – ARG reviewed new process language regarding the roles of the vice presidents and the Budget Committee. The vice presidents will meet next week to discuss the proposal further.
 - Grant processes – L. Ramirez edited S. Chi's narrative so that the process would also apply to grants sought by the Workforce Education Office.
 - SLO Committee and Processes – ARG recommended that program SLOs and related assessments be reviewed by unit's program review validation teams. R. Cornner will work with V. Jaramillo on outlining all related decision-making processes.
 - Student Success Initiative Processes (tabled)
 - Faculty Hiring Process and Other Staffing Requests – L. Ramirez provided a narrative outlining faculty hiring processes. ARG requested that she consult further some of its aspects with the Academic Senate president. After consultation, she will add a timeline for hiring approvals. Staffing requests are made through the Annual Update process.
 - State Equipment Grants Process – This topic was not discussed but K. Daar will work with G. Brosseau to provide narrative.

- Accreditation Processes – B. Baity will provide a narrative for the next ARG meeting.
- Discussion of the Distance Education and South Gate Center Substantive Change reports and the creation of an Accreditation Oversight Committee – The need for oversight of the preparation of such reports was cited as a reason for ARG to become a more formalized working group that is approved by ESGC.

Adjournment: The meeting adjourned at 11:30 a.m. The next meeting will be held on September 20, 2009, from 9:30 to 11:30 a.m.