

ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
9:30-11:30 a.m.
OIE Conference Room
September 25, 2009

Present: Brenda Baity (Faculty Chair of Accreditation), Ryan Cornner (Associate Dean of Research, OIE), Karen Daar (Dean, Academic Affairs and ALO), Gayle Brosseau (Dean, Workforce Education and Co-chair, State Equipment Committee), Alex Immerblum (President, Academic Senate and Co-chair, Student Success Committee), Veronica Jaramillo (SLO Coordinator), Kim Misa (Research Analyst, OIE), Richard Moyer (Vice President, Academic Affairs), Adrienne Ann Mullen (Dean, Workforce Education and Co-chair, Student Success Committee), Armida Ornelas (AFT Chapter Chair), Laura M. Ramirez (Dean, Workforce Education), Steve Wardinski (Chair, Curriculum Committee)

Focus of Meeting:

- Discussion of the contents and other issues related to the planning processes to be included in the *Shared Governance Handbook*, as well as commentary on the Handbook, was continued from the previous meeting:
 - Anticipated date for distribution of Handbook for campus vetting is October 15. B. Baity, R. Cornner, and K. Daar were each assigned to review the Handbook by specific sections. It will be distributed to ARG members before the October 15 date.
 - Further clarification on the final format of the Handbook was provided to B. Baity and R. Cornner who will be responsible for completing it. The Style Sheet provided by ACCJC for the preparation of reports will be followed.
 - The drafts for the sections on State Equipment Committee and ELAC Grant Development were reviewed.
 - A. Immerblum is not in favor of leaving the Student Success Committee out of the Handbook. He and A. A. Mullen will enhance the previously written section to include the process for funding action plans.
 - The budgetary processes are in place. We need to look at how non-discretionary funds are spent.
 - It was determined that organizational flow charts will not be included for Academic Senate, AFT, and all other contracts.
 - The administration is still reviewing the draft for the Hiring Prioritization Committee.
 - The Handbook is considered to be a living document that will be updated as required. For example, the section on committees will be revised to be more informative. An sample form that might be used to uniformly report on committee was reviewed.
- It was determined that an Accreditation Oversight Committee is not needed. K. Daar in her role as ALO and B. Baity in her role as Faculty Chair for Accreditation will be responsible for overseeing all accreditation processes.

- Discussion of ideas for a collegewide communications strategy of accreditation issues, including publishing a newsletter, offering an opening day workshop, etc., was held.
- The draft of the function and composition of the membership of ARG for publication in the Handbook was discussed.
- Discussion regarding ARG's review of the draft of the Distance Education Substantive Change Report. It has already been reviewed by the Distance/Distributed Learning Committee and the Educational Planning Subcommittee. Wendy Bass-Kerr will provide the draft.

Adjournment: The meeting adjourned at 11:30 a.m. The next meeting will be held on October 30, 2009, from 2 to 4 p.m. Until that date, members should be aware of the many emails that will be sent to them asking for final review of the draft of the *Shared Governance Handbook*.