

**ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
1-4 p.m.
OIE Conference Room
September 4, 2009**

Present: Brenda Baity (Faculty Chair of Accreditation), Ryan Cornner (Associate Dean of Research, OIE), Karen Daar (Dean, Academic Affairs and ALO), Evelyn Escatiola (Professional Development Coordinator), Alex Immerblum (Academic Senate and Student Success), Veronica Jaramillo (SLO Coordinator), Renee Martinez (Vice President of Workforce Education), Kim Misa (Research Analyst, OIE), Richard Moyer (Vice President, Academic Affairs), Laura M. Ramirez (Dean, Academic Affairs), Oscar Valeriano (Vice President, Student Services), Steve Wardinski (Chair, Curriculum Committee)

Announcement: At the request of the Board of Trustees, Kathleen Burke-Kelly has been temporarily reassigned to Los Angeles Trade Tech to assist them with their accreditation issues. Karen Daar, ALO, and Brenda Baity, Faculty Chair of Accreditation (formerly Faculty Co-chair of Self Study), will co-chair ARG.

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.

- Although Jeff Hernandez could not be present, he submitted a lengthy document on the budget process and its relationship to planning, which will be included in the *Shared Governance Handbook*. The members discussed the document, including his comments on the cluster plans that will be prepared by the vice presidents and other budget issues:
 - Some concerns that following the budget process may be complicated by district mandates and other items that require urgencies. Jeff noted that changes may occur and that VPs may need to act on the fly and then report back to the campus on these changes.
 - Alex feels that this may need to be more global than funding and may be looking at all problems and priorities from a global perspective of that cluster
 - Renee sees more collaboration occurring in the future as resources are limited.
 - Jeff will attempt a draft for budget (two sections – budgetary and non-budgetary)
- L. Ramirez will work up a paragraph on workforce and resource development grants to add to the handbook.
- A Strategic Planning Committee will be formed. J. Hernandez will put creation of the committee and proposed membership on the ESGC agenda for approval. Karen Daar and Jeff Hernandez will draft a committee list.

- A. Immerblum reported that the draft policy for hiring procedures is being reviewed by the Academic Senate Executive Committee.
 - Need to concentrate on timeline and connection with planning and annual updates
 - Alex and Laura will work together on it (September 18th)
- WEC – A. Ornelas is researching staff issues
- SLOs – V. Jaramillo reported that the by-laws for the SLO Committee will be approved before the September 25 ARG meeting

Adjournment: The meeting adjourned at 4 p.m. The next meeting will be held on September 9, 2009.