

**ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
10 a.m. to 12 p.m. in G1-301A/B
March 1, 2013**

Present: Brenda Baity (Faculty Chair, Accreditation; Secretary, Academic Senate), Ryan Cornner (Dean, OIE), Barbara Dunsheath (Faculty, Social Sciences, Alfred Gallegos (Research Analyst, OIE); Jeff Hernandez (Vice President, Academic Senate; Faculty Co-Chair, ESGC; Faculty Co-Chair, Budget Committee), Alex Immerblum (President, Academic Senate; Co-Chair, Student Success), Carol Kozeracki (Dean, Academic Affairs); Marcel Morales (Faculty, Social Sciences); Laura E. Ramirez (AFT Chapter Chair, Classified Staff); Amanda Ryan-Romo (Coordinator, Learning Assessment)

- I. **Call to Order and Approval of Agenda:** R. Cornner called the meeting to order at 10:10 a.m. The agenda was approved as presented.
- II. **Minutes of Last Meeting:** No minutes for the January 31, 2013, meeting were presented as the meeting was a working meeting of those members who could attend to review and edit the draft revisions of these sections of the *Shared Governance and Decision-Making Policy Handbook*: SLOs, Budget, and Program Review. Informally, with no vote taken, J. Hernandez recommended that the name of the Handbook be revised to *Governance Policy Handbook: Shared Governance and Decision-Making Policy at East Los Angeles College* so that references to it will not be so cumbersome. Discussion will continue on this issue as future meetings.
- III. **Announcements:** None
- IV. **Annual Report to ACCJC:** Two annual reports, Finance and General, are due to ACCJC by March 30. Each year, the reports are becoming more complex with many details.
 - A. **Finance Annual Report.** The report now requires the answers to 39 questions as the Commission is alert to the need to view evidence that a college is operating in a financially prudent manner.
 - B. **General Annual Report.** ACCJC is requiring that the College in its Annual Report provide figures in percent for suggested minimum standards for course retention (describes students who receive a grade except a W), course success (describes students who receive a grade of A, B, C or Passing), and persistence (describes students who remain in school from fall to fall) as well as a suggested standard for the number of degrees awarded, the number of certificates awarded, and the number of transfer. This data is required by the federal government. Also this data is separate from the goals/targets the College has set for success in the *Strategic Plan*. ARG members, during a discussion based on data provided by R. Cornner, determined that the following standards should be stated in the Annual Report:

Course retention: suggested standard = 84%; (Target is 90.0%)

Course success: suggested standard = 63%; (Target is 70.0%)

Persistence: suggested standard = 56%; (Target is 59.0%)

of Degrees: suggested standard = 975

#of Certificates: suggested standard = 725

of Transfers: suggested standard = 975

M/S/P (Cornner/Dunsheath) that ARG's suggested standards for course retention, course success, persistence, number of degrees, number of certificates, and number of transfers be forwarded to the Shared Governance Council for approval and subsequent inclusion in the College's General Annual Report to ACCJC.

V. SLO Report to ACCJC: A. Ryan-Romo, Learning Assessment Coordinator, presented the draft of the *College Status Report on Student Learning Outcomes Implementation* that is due to ACCJC by March 15. She encouraged members to view the SLO Proficiency Portfolio of evidence regarding the College's work on SLOs that is posted on the SLO website <<http://www.elac.edu/departments/slo/SLOAccreditationPortfolio.htm>>. Discussion focused on what can be done regarding A. Ryan-Romo's concern that the College has basically "flat lined" in the area of ongoing assessment and much work remains to be done to reach the required proficiency level on the ACCJC rubric for Student Learning Outcomes.

- A. Faculty and staff still need to be convinced of the value of assessment. We still have serious cultural issues relating to student learning outcomes. A. Ryan-Romo noted that Spanish has a very good assessment report, which can be viewed at the SLO website.
- B. Discussions with department chairs will be conducted to help them understand their role in facilitating the SLO process.
- C. A. Ryan-Romo was commended for her excellent work in the preparation of the report.

M/S/P (Baity/Ramirez) to approve the *College Status Report on Student Learning Outcomes Implementation* for submission to ACCJC on March 15, 2013.

VI. Evaluation of Campus Committees – Development of a Process: The College must develop a formal process to measure the effectiveness of our standing committees and to determine any changes that are needed. Questions to be answered in the evaluation, which might be structured in Likert Scale with some open-ended questions, include

- A. Has the committee met its goal or purpose?
- B. What were the committee's accomplishments?
- C. How does the committee support the college mission?

A taskforce led by C. Kozeraki and A. Ryan-Romo will report back to ARG on a draft process.

VII. Self-Evaluation Year Fall 2013-Fall 2014: A leadership team of ten faculty, administrators, and staff will travel to Irvine Community College on March 15 to participate in an ACCJC workshop that will focus on how to conduct the self-evaluation.

VIII. Items from the Floor: None

IX. Adjournment: The meeting was adjourned at 12 p.m. The next meeting will be held in late March or in April. Members will be notified by email for availability.

Respectfully submitted,

Brenda Baity, Faculty Chair for Accreditation