

**ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
3:30-5:00 p.m. in G1-301A/B
April 25, 2012**

Present: Brenda Baity (Faculty Chair, Accreditation; Secretary, Academic Senate), Ryan Cornner (Dean, OIE), Karen Daar (Dean, Academic Affairs; ALO), Barbara Dunsheath (Faculty, Social Sciences), Ran Gust (Library), Jeff Hernandez (Vice President, Academic Senate; Faculty Co-Chair, ESGC; Faculty Co-Chair, Budget Committee), Alex Immerblum (President, Academic Senate; Co-Chair, Student Success), Veronica Jaramillo (Treasurer, Academic Senate; Coordinator, Learning Assessment), Marcel Morales (Faculty, Social Sciences), Richard Moyer (Vice President, Academic Affairs), Amanda Ryan-Romo (Facilitator, Learning Assessment), Oscar Valeriano (Vice President, Student Services), Steve Wardinski (Chair, Curriculum Committee)

- I. **Call to Order and Approval of Agenda:** K. Daar called the meeting to order at 3:40 p.m. The agenda was approved as presented.
- II. **Approval of Minutes: M/S/P (Immerblum/Hernandez) to approve the minutes of October 5, 2011, as presented.**
- III. **Midterm Report 2012:** K. Daar reported that the midterm report was submitted to ACCJC in March. The Commission will announce the outcome after its June 2012 meeting.
- IV. **ARG Newsletter:** The spring issue of the newsletter has been distributed to the campus community.
- V. **Substantive Change Reports:**
 - A. **Substantive Change Report for Distance Education:** The Commission has approved two sub change reports for distance education courses. At this time no additional distance education courses have been approved, so no new reports are required.
 - B. **Substantive Change Reports for a New Program:** The CAOT Department will be preparing a sub change report for its proposed AA degree in Logistics.
 - C. **Substantive Change Report for a New Location:** At some point, yet to be determined due to delays in planning, sub change reports will be required for the new Health Careers Center on Corporate Center Drive and for the Firestone Educational Center.
- VI. **2012-2013 Status Report on SLO Implementation:** The college report on proficiency is due March 15, 2013. V. Jaramillo will be collecting evidence from all departments to assist her and the learning assessment facilitators in the preparation of the report narrative. R. Cornner noted that there is the potential for a “ding” (a progress report required) from the Commission because we were unable to integrate SLO data with the development of the *Strategic Plan* due to poor and inconsistent data. Revision of the *Educational Master Plan* is currently underway and R. Cornner and V. Jaramillo will present the current SLO data that we have to help drive the Plan. In response to B. Dunsheath’s observation that the college needs a culture of change to recognize the value of SLOs, K. Daar and R. Cornner noted that we are doing this. Some departments, notably, Math, English, and Philosophy, are doing very good work in demonstrating recognition that developing and utilizing the results of SLOs is about promoting student success.
- VII. **Recruitment and Timeline for Preparation of the Self Evaluation Report due in March 2015.** Discussion focused on getting the campus community involved in the preparation of the report. B. Baity and K. Daar will summarize the ideas to present at the next ARG meeting.

- A. Develop a timeline for early recruitment of participants. Look at the campus community and determine who has the expertise to contribute to the standards. Use the *Accreditation Newsletter* and Opening Day as vehicles for recruitment.
- B. Provide adequate training for those who will participate in the process. Some expressed the opinion that they felt rudderless and had no guidance during the preparation of the last report.
- C. Provide clear statements of roles, model reports to review, and evidence.
- D. Develop a guide for where the evidence that verifies the report content can be found. Build a website that contains the evidence. Microsoft SharePoint was suggested as a possible repository for evidence and sharing drafts.
- E. Use district resources. Deborah Kaye, the districtwide coordinator for accreditation, can help.
- F. Participate in mock accreditation visits similar to those held at West, Southwest, and Harbor last year.
- G. Develop a slogan or phrase that promotes a countdown to accreditation to get the deadline in people's minds.
- H. Encourage people to serve on accreditation teams, a wonderful learning tool. R. Moyer stated that John Nixon has volunteered to approach the Commission to use more of our people on teams.
- I. Develop a Leadership Academy that will help the college to build a broad-based leadership team to set higher standards for accomplishing all college endeavors.

VIII. *Shared Governance and Decision-Making Handbook:* The second edition needs to be updated, particularly in the areas of program review, annual update plans, and budget, to be ready for publication by January 2013. R. Cornner pointed out that a general evaluation template needs to be developed so that all committees can be evaluated as part of the effectiveness measurement of all college activities. Workforce Education will provide iPads that can be taken to committee meetings so that the members can be surveyed.

IX. *Summer 2012 Meeting:* The next meeting of the ARG will be held on July 25 from 10 a.m. to 2 p.m.

X. *Questions from the Floor:* In response to J. Hernandez's question about the types of sanctions issued by the ACCJC against colleges, it was suggested that ARG members monitor ACCJC newsletters, found on their website, so that the college can start fixing issues that might affect our accreditation status.

XI. *Adjournment:* The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Brenda Baity, Faculty Chair for Accreditation