

**ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
2:00-3:30 p.m. in G1-301E
July 3, 2012**

Present: Brenda Baity (Faculty Chair, Accreditation; Secretary, Academic Senate, Karen Daar (Dean, Academic Affairs; ALO), 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), Renee Martinez (Vice President, Workforce Education & Economic Development), Marcel Morales (Faculty, Social Sciences), Richard Moyer (Vice President, Academic Affairs), Amanda Ryan-Romo (Facilitator, Learning Assessment)

- I. Call to Order and Approval of Agenda:** K. Daar called the meeting to order at 2:10 p.m. The agenda was approved as presented.
- II. Approval of Minutes: The minutes of April 25, 2012, were approved by consensus.**
- III. Midterm Report 2012:** K. Daar reported that the ACCJC has not reported on the status of our midterm report that was submitted in March.
- IV. Substantive Change Reports - Status:** The CAOT Department is currently preparing two reports: (1) for the new Logistics certificate and A. A. degree and (2) for offering several courses via distance education (hybrid mode). Although K. Daar, ALO, is leaving campus in early August to assume her new position as Vice President of Academic Affairs at Valley College, she indicated that she will be available to edit the reports. The following timeline is in place for releasing the completed reports for campus review and approval and subsequent Board approval:
 - September 10 – ESGC will notice the reports
 - September 11 – Academic Senate will review the reports
 - September 24 – ESGC will vote on the acceptance of the reports
 - September 26 – the District Institutional Effectiveness Committee will vote on the acceptance of the reports and make the recommendation for Board approval
 - October 15 – the reports will be submitted to ACCJC for their approval by the Substantive Change Committee on November 15
- V. Revised ACCJC Standards for Next Self Evaluation of Educational Quality and Institutional Effectiveness:** Committee members received a copy of the June 2012 revised standards and asked to review them before the next ARG meeting on July 12.
- VI. Use of SharePoint for the Self Evaluation:** College webpage designer, Kyle Tran, will be invited to the July 12 ARG meeting to discuss how we can effectively use SharePoint as a tool for sharing data and evidence during the Self Evaluation.
- VII. Comprehensive Faculty/Staff/Student Recruitment Plan and Timeline for Preparation of the Self Evaluation Report due in March 2015 - Discussion.** Discussion focused on getting the campus community involved in the preparation of the report. Key areas of expertise by job titles were identified for chairing the standards. The individuals in these areas will be notified soon of their selection to assist in overseeing the preparation of the self evaluation so that they can begin to assemble their teams. Training of the teams and collection of evidence for an online repository will begin in spring 2013.

Standard	Administrative Co-Chair	Faculty Co-Chair
Standard 1 – Institutional Mission and Effectiveness	Dean, OIE	[Faculty co-chair or designee of a shared governance committee] – RE-EVALUATE
Standard 2 – Student Learning Programs and Services A. Instructional Programs	Administrative co-chair or designee, EPSC	Faculty co-chair or designee of EPSC and Curriculum Committee chair
Standard 2 – Student Learning Programs and Services B. Student Support Services	Vice President or designee, Student Services	Counseling Chair or designee
Standard 2 – Student Learning Programs and Services C. Library and Learning Support Services	Administrator, Academic Affairs	Library Chair or designee and director or designee of a learning center
Standard 3 – Resources A. Human Resources	Administrator, Academic Affairs	[Professional Development Coordinator or designee] – RE-EVALUATE – consider the EEOC officer or designee
Standard 3 – Resources B. Physical Resources	Vice President or designee, Administrative Services	Faculty co-chair or designee, FPSC
Standard 3 – Resources C. Technology Resources	Administrative co-chair or designee, TPSC	Faculty co-chair or designee, TPSC
Standard 3 – Resources D. Financial Resources	Administrative co-chair or designee, Budget Committee	Faculty co-chair or designee, Budget Committee
Standard 4 – Leadership and Governance A. Decision-Making Roles and Processes	Vice President, Academic Affairs or designee	President or designee, Academic Senate
Standard 4 – Leadership and Governance B. Board and Administrative Organization	District accreditation liaison representative	President or designee, Academic Senate

- VIII. 2012-2013 Status Report on SLO Implementation:** Learning assessment coordinator, V. Jaramillo, reported that a site on SharePoint will be set up by Friday, July 6, on which documents, including examples of best practices, minutes, agenda and other important items related to SLOs, will be posted. She will provide the timeline for the completion of the annual SLO report at the next ARG meeting. She will be reporting on East's SLO activities to the District Institutional Effectiveness Committee on July 25 as part of the college's Annual Effectiveness Report that will be presented by K. Daar and R. Cornner.
- IX. 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. ARG members were asked to review the current Handbook and identify areas that need to be updated for the ARG meeting on July 12. R. Cornner will be asked to provide examples of evaluation templates that can be used by committees to measure the effectiveness of their committee.
- X. Questions from the Floor:** In response to A. Immerblum's question about engaging faculty in the accreditation processes, members were referred to the minutes of April 25, 2012. In addition to the methods listed in the minutes, R. Moyer suggested that meetings be scheduled to which members of the campus community will be invited to learn more about accreditation.
- XI. Adjournment and Next ARG Meeting:** The meeting was adjourned at 3:30 p.m. The next meeting of the ARG will be held on July 12 from 11 a.m. to 2 p.m.

Respectfully submitted,
Brenda Baity, Faculty Chair for Accreditation