

**ACCREDITATION RESPONSE GROUP  
MINUTES OF MEETING  
11:00-2:00 p.m. in G1-301C  
July 12, 2012**

**Present - Members:** Brenda Baity (Faculty Chair, Accreditation; Secretary, Academic Senate, Ryan Cornner (Dean, OIE), Karen Daar (Dean, Academic Affairs; ALO), Alfred Gallegos (OIE), 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), René Martínez (Vice President, Workforce Education & Economic Development), Marcel Morales (Faculty, Social Sciences), Amanda Ryan-Romo (Facilitator, Learning Assessment), Steve Wardinski (Chair, Curriculum Committee)

**Present - Guests:** Gonzalo Mendoza (Information Technology Department), Kyle Tran (Information Technology Department)

- I. Call to Order and Approval of Agenda:** K. Daar called the meeting to order at 11:10 a.m. The agenda was approved with the addition of the topic *SLO Timeline*.
- II. Approval of Minutes: The minutes of July 3, 2012, were approved by consensus.**
- III. Midterm Report 2012 and Other Accreditation News:** K. Daar reported that the ACCJC has accepted our March 2012 midterm report. Of the Seaside colleges that had team visits in March, West was placed on warning and Harbor and Southwest were placed on probation. The District received four recommendations, but since districts are not accredited, the three colleges were sanctioned as a way to force the District to provide remedy to the recommendations.
- IV. SLO TimeLine:** V. Jaramillo presented the draft of the timeline for submission of ELAC's March 15, 2013, SLO Progress Report. The timeline will be published after some changes to the dates for campus approvals are made.
- V. 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). The previously announced timeline for releasing the completed reports for campus review and approval and subsequent Board approval was updated:
  - September 10 – ESGC will approve the reports, which will be presented to members via email prior to the meeting.
  - September 11 – Academic Senate will review 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
- VI. Use of SharePoint for the Self Evaluation:** IT Department manager, G. Mendoza, and College webpage designer, Kyle Tran, discussed the use of SharePoint as a central repository for sharing data and evidence during the Self Evaluation. The 2010 version of SharePoint will be online in the coming months and ready for use by the beginning of spring 2013. The individuals participating in the preparation of the Self Evaluation will receive training on the software. It was suggested that rather than using the term *SharePoint Portal* that a more catchy term, such as *ELAC Hub*, be used on the webpage. Discussion will continue on this idea.
- VII. Comprehensive Faculty/Staff/Student Recruitment Plan and Timeline for Preparation of the Self Evaluation Report due in March 2015 - Discussion.** Discussion continued from the previous ARG

meeting 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 identification of the faculty co-chair for Standard 1 was changed. 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.

<b>Standard</b>	<b>Administrative Co-Chair</b>	<b>Faculty Co-Chair</b>
<b>Standard 1</b> – Institutional Mission and Effectiveness	Dean, OIE	The faculty co-chair of ESGC will appoint a co-chair from one of the planning committees – EPSC, TPSC, FPSC, or PRVC
<b>Standard 2</b> – Student Learning Programs and Services <b>A.</b> Instructional Programs	Administrative co-chair or designee, EPSC	Faculty co-chair or designee of EPSC and Curriculum Committee chair
<b>Standard 2</b> – Student Learning Programs and Services <b>B.</b> Student Support Services	Vice President or designee, Student Services	Counseling Chair or designee
<b>Standard 2</b> – Student Learning Programs and Services <b>C.</b> Library and Learning Support Services	Administrator, Academic Affairs	Library Chair or designee and director or designee of a learning center
<b>Standard 3</b> – Resources <b>A.</b> Human Resources	Administrator, Academic Affairs	Professional Development Coordinator or designee
<b>Standard 3</b> – Resources <b>B.</b> Physical Resources	Vice President or designee, Administrative Services	Faculty co-chair or designee, FPSC
<b>Standard 3</b> – Resources <b>C.</b> Technology Resources	Administrative co-chair or designee, TPSC	Faculty co-chair or designee, TPSC
<b>Standard 3</b> – Resources <b>D.</b> Financial Resources	Administrative co-chair or designee, Budget Committee	Faculty co-chair or designee, Budget Committee
<b>Standard 4</b> – Leadership and Governance <b>A.</b> Decision-Making Roles and Processes	Vice President, Academic Affairs or designee	President or designee, Academic Senate
<b>Standard 4</b> – Leadership and Governance <b>B.</b> Board and Administrative Organization	District accreditation liaison representative	President or designee, Academic Senate

A series of workshops to interest the campus community to participate in accreditation will begin about week 4 of fall semester. It was noted that students should be included in the self evaluation process. ASU will be invited to participate in the coming months. Perhaps the position of a “Student Accreditation Liaison Officer” should be identified.

ARG members reviewed the timeline that was used for the preparation of the last self study and developed a tentative timeline for 2012/2013 for the preparation of the coming self evaluation.

**Summer 2012** Co-chairs for standards identified by college title and notified of their selection  
Prepare newsletter for distribution on Opening Day

**Fall 2012** Establish self evaluation teams. Assist co-chairs in the selection of standard committee members by holding information workshops about the accreditation process and promoting online accreditation training  
Establish the Self Evaluation Steering Committee

**Spring 2013** Kick-off meeting of standard teams in February 2013

Develop and conduct Faculty Survey – to present a less onerous survey, perhaps consider developing four surveys – one for each standard or through questions grouped by theme to be distributed separately over the course of several weeks

**VIII. *Shared Governance and Decision-Making Handbook:*** The third 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. Suggestions regarding revision included the following:

- a.** Revamping the budgetary process section.
- b.** Take out the Equipment Grants section entirely since funds are no longer available.
- c.** Update substantially the Work Environment Committee section.
- d.** Provide references to Annual Update process to reflect bifurcation.
- e.** Update Organizational Charts.
- f.** Delete the SWOT analysis reference from the comprehensive program review process.
- g.** Delete detailed instructions and make more general the reference to the overall program review process.
- h.** Integrate references to the revised District Strategic Plan.
- i.** Under the Enrollment Management Committee section, add narrative about linkage to budget.
- j.** Add “Resources” and “Student Focus” categories.
- k.** Revamp completely the SLO processes section and build into the college’s planning processes.

**IX. *Shared Governance Committee Effectiveness Survey:*** R. Cornner provided the generic evaluation form that was piloted by the EPSC last year to measure the effectiveness of their committee. Discussion will continue on the refinement of this form for use by all committees. R. Cornner will redistribute to the ARG the results of the last surveys taken by the ARG and EPSC. ARG members discussed the need for the results of these surveys to be distributed broadly and be more transparent once ARG pilots and feels more comfortable with the tool to be used. ARG members agreed that the process for the survey should be described in the next edition of the Shared Governance and Decision-Making Policy Handbook, but the tool itself can be finalized after its publication.

**X. *ACCJC Standards for next Self Evaluation of Educational Quality and Institutional Effectiveness:*** The ARG had a general discussion about the ACCJC standards and identified the following weaknesses:

- a.** For Standard 3A-5.b, the college is not doing enough for this item—may require an annual report from Professional Development.
- b.** All faculty may not be aware of the fact that a Professional Code of Ethics exist for the campus.
- c.** Standard 3D-1d—the college needs to ensure that all constituencies are given an opportunity to participate in the process.

**XI. *Items from the Floor:*** None.

**XII. *Adjournment and Next ARG Meeting:*** The meeting was adjourned at 2:00 p.m. The next meeting of the ARG will be held on the first Wednesday of the fall semester.

Respectfully submitted,

Brenda Baity, Faculty Chair for Accreditation