



Accreditation Steering Committee Meeting October 13 Notes

Attendees: C. Kozeracki, B. Dunsheath, S. Lopez, Sonny Martinez, J. Hernandez, A. Immerblum, E. Escatiola, Laura E. Ramirez, J. Benavides, D. Fallert, A. Toledo, A. Rivera, P. Daw, K. McMahan, S. Chi, A. Ryan-Romo, R. Moyer.

- Thanks to Olga for refreshments.
 - Thanks to Julie for suggesting John Lennon's song Imagine
 - All Committee members were asked to think of a student, and set an intention to honor them for this meeting. Members were reminded that the focus of everything that we do is for our students.
1. Title of Document should be Shared Governance Handbook: Decision-Making Processes and Procedures 4th ed. Should be consistent throughout. Shorten to **Shared Governance Handbook (SGH)**.
 2. Mission Statement. The current mission statement needs to be included.
 3. How to Get Involved:
 - a. Campus Committee List was reviewed. Several updates were noticed. Please send all updates to Barbara
 - b. An abbreviated form should be included in the SGH.
 - c. The full list should be widely publicized and updated.
 - d. Web site should be developed.
 - e. Post meetings on "MyPlan"
 4. Organizational Charts
 - a. Take names off
 - b. Consider second line with VPs
 - c. Several other minor changes such as spell out "Vincent Price" to distinguish from Vice President; Associate Dean first year experience reports to Dean; changes with job duties. Please email to Carol.
 5. Mission statement needs to be on pg. 25 – cycle separate from Strategic Plan.
 - a. Mission Statement needs to be the first part of all planning processes

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- b. Current Mission Statement was thoroughly vetted a few years ago and remains a positive reflection of the college.
 - c. Accreditation Standards regarding the mission statement have changed somewhat.
- 6. Strategic Planning needs to convene to review Pg. 20-26
 - a. Revise timeline pg. 25 because accreditation is now a 7 year cycle
 - b. Consider impact of different dates of Accreditation cycle on other planning processes.
- 7. Educational Planning subcommittee & Facilities Planning Subcommittee need to review the SGH. Technology Planning Subcommittee reported no changes needed regarding that section.
- 8. Budget -
 - a. Jeff presented a revised Budget Planning process.
 - b. It was agreed that the Green and White chart – entitled “LACCD/ELAC Budget Development Process” should be moved to an appendix.
 - c. Some minor comments were provided to Jeff regarding the budget process.
 - d. The budget process should be well known by everyone in the college. Suggestions were made to communicate the budget process widely
 - i. Budget open forums
 - ii. Include in Accreditation Newsletter
 - iii. A shortened version should be distributed.
 - iv. A handout should be developed for opening day.
- 9. Human Resource Committee is just being developed.

Time did not allow for other agenda items to be discussed.

Next meeting is November 10 3:10-4:30

Dialog Days is October 30 12:10-1:30

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