The **Accreditation Steering Committee** will meet.
Monday October 13 3:10-4:30 in G1 301 AB.

A. The sole purpose of this meeting will be to revise the **ELAC Governance Policy Handbook – 3rd edition dated Spring 2013**. So our agenda will be to go over the Handbook, section by section.

To access the Handbook: http://www.elac.edu/faculty/oie/GovernanceHandbook2013Final.pdf (Note, when accessing the link, you may need to click on "trust site") This document is located on the ELAC website, under OIE, Planning Documents.

B. Please review, paying careful attention to areas where change has occurred in the past two years.

This process will be expedited if the chairs of committees listed above, bring a clean copy of their section to the meeting for the entire group to review. If Possible, please send me an electronic copy by this Friday – or bring on a flash drive to the meeting.

I believe the focus of this meeting should be to look over this document for major changes. Incorporate those into the document, then at another meeting, if necessary, refine exact wording. Minor edits can be fixed at a later time.

Some areas that may need to be revised:

1. Mission Statement – the updated Mission statement is not currently stated. Pg 1
2. How to get involved – Updated list of committees and contact information. Pg. 5 – See attached Draft Committee List
3. Organizational Structure - Are these Org Charts current? Pg 7-18
4. Planning – Currently 6 year process. Now that Accreditation is a 7 year process does ELAC wish to revise planning process or not? Pg. 20-25
5. Planning Committees - Chairs of each of these committees, Please review – Pg 26-29
   1. Strategic Planning Committee
   2. Educational Planning Subcommittee
   3. Facilities Planning Subcommittee
   4. Technology Planning Subcommittee
6. Budget –I know the Budget committee did revise this section. Jeff please send me electronic copy for committee to review. Pg.30-34
   1. Faculty Hiring Prioritization - This section should also include the process for Staff hiring. Pg 34
   2. Equipment Prioritization and Allocation Pg. 35
   3. External Grants Development - Include the adopted policy regarding this. Pg. 36
7. Curriculum Development – Steve did send me edits over the summer. Pg. 37
8. Other Committees Pg 38-40
   1. Work Environment
   2. Student Success and Basic Skills
   3. Student Learning Outcomes – Should this change to Learning Assessment
   4. Student Leadership
   5. Accreditation
9. Evaluation - Large section on Program Review Pg 41-57
10. Glossary of Terms Pg 58-60 Missing the following
    1. OIE – Office of Instructional Effectiveness
    2. HPC – Hiring Prioritization Committee
    3. 3SP – Student Success and Support Plan
    4. Chair's Council

Please Review entire document for completions/omission of MAJOR aspects of the governing process at ELAC. Opportunity for minor edits, choice of wording etc will be dealt with at a later meeting.

Your participation in this process is greatly appreciated.

The Accreditation standard that deals with evaluation and planning is IV.A.7, however other standards also refer to the planning process. - See list of applicable standards:

1A4. The institution articulates its mission is a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (I.A.2, IA.3)

1B9 The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology and financial resources. (IB4, III.A.6, III.B.2b, III.C.2, III.D.4)

1C5 The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representation of its mission, programs, and services. (IV.A.5)

IV.A.2 The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makers provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which

individuals bring forward ideas and work together on appropriate policy, planning and special-purpose committees. (IV.A.2)

IV.A.3 Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning and budget that relate to their areas of responsibility and expertise. (IV.A.2a)

IV.A.6 NEW The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.

IV.A.7 Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement. (IV.A.5)