



## Accreditation Steering Committee Meeting Notes

June 29, 2015

Attendance: Bryan Ventura, Cathy Jin, Michelle Hernandez-Payan, Sonia Lopez, Julie Benavides, Angelica Toledo, Laura E. Ramirez, Jeff Hernandez, Danelle Fallert, Evelyn Escatiola, Amanda Ryan-Romo, Pauletta Daw, Vi Ly, Oscar Valeriano, Richard Moyer, Marvin Martinez, Miguel Duenas, Ann Tomlinson, Carol Kozeracki, Bobbi Kimble, Ruben Arenas, Barbara Dunsheath

- i. Reviewed notes from May 11, 2015
- ii. Bobbi Kimble presented power point – Update on Accreditation from District, Evidence files from District, Student Survey results posted online, Running List for previous recommendations.
- iii. Announcements made
  - a. Site Visit confirmed for March 7-10
  - b. Mission Statement now approved – changes be made to all areas where Mission Statement is visible.
  - c. Governance Policy Handbook – ESGC July 27, 2015
  - d. Cultivating Excellence List – Distributed
  - e. There was a comparison between DPAC process and ELAC committee self-evaluation template.
- iv. Reviewed Accreditation Timeline
- v. Reviewed Standards
  - a. Compiled self-evaluation document was distributed
  - b. Reviewed eligibility requirements for all standards
  - c. More detailed review will be emailed to all Standard Leaders
  - d. August 1, 2015 Deadline established for final drafts of Standards
    - a. Discussion about ongoing role of standards leaders and role of Accreditation Liaison Officer (ALO) and Accreditation Faculty Chair.
    - b. Discussion about August 1, 2015 being a firm deadline in order to engage campus wide dialogue regarding self-study
- vi. Low hanging fruit – items to fix PRIOR to March visit
  - a. Discussion of Catalogue update timeframe
  - b. Self-Study needs editing and formatting – parameters included in ACCJC manual
  - c. Need to update various campus Handbooks
    - a. Curriculum Handbook
    - b. Faculty Handbook
    - c. Budget Sheet
  - d. PLO and CLO reports

- e. Website needs to be current
- vii. Next Steps
  - a. Edits
  - b. QFE
  - c. Other Components of Report
    - i. Introduction
    - ii. Student Achievement Data and Institution-set Standards
    - iii. Organization of the Self Evaluation Process
    - iv. Organizational Information
    - v. QFE
    - vi. Responses to Recommendations from most recent Educational Quality and Institutional Effectiveness Review
    - vii. Changes and Plans Arising out of the Self Evaluation Process
  - d. Next Meeting July 27; August 17.