

**Minutes
Accreditation Committee
March 13, 2007**

Attendees: Troy Sheffield; Diane Dusick; Dena Peters; Margaret Dodds-Schumacher; Jack Jackson; Kay Weiss; Laura Leedahl; Marilyn Johnson; Cindy Parish; Rebecca Warren-Marlatt.

Opening

The meeting began at 1:40 p.m. Troy opened the meeting and noted handouts were at the back of the room.

Accreditation Team Training:

Troy shared training information she received from another workshop in which she is on the accrediting team for another college. She highlighted some of the documents received--schedule of classes, fact book, catalog, reaffirmation of accreditation. She thought the branding was quite effective. Distributed reaffirmation of accreditation and referenced the standards for team member's information. The plan is to reach out to the entire campus. One of the handouts was a letter received from a team member submitted letter with various information. Some things will be easy to put together. Troy mentioned that Horace couldn't make it today, but she will work with him later. Re. history of SLO's, we need to do an overview--did we follow up on recommendations from 2002, progress reports, visit, mid-term report, are we doing the things asked to do back then? Also, sent all information on CD because have found that committee members want to see hard copies. We will produce something with hard copy on all evidence we have.

During team training all team members have been assigned a particular standard. (Troy) assigned IB, loading a 10-page report on that section, what included did not include. The report will be broken up, want to get as many faculty as possible on one portion of a standard--15 faculty, 4 manager, 2 classified, looking at a section--would probably get a lot of evidence. The latest information received last Friday. The committee meeting went without a single break, talk about a lot of sitting, Troy said she can appreciate Kay and how she conducts her meetings. Follow-up on what they are asking us to do, thought this might be interesting to see the organization, looked up past information from the district. (DENA TO MAKE COPIES FOR DIANE).

Troy said the good news is this college only doing one student learning objective per year for each course. We may get dinged for that, but otherwise, feel good about a lot of things. Troy just received handout of the Annual Report Updated on SLO's. April 16th is the proposed date to have a progress report.

Kay Weiss mentioned that what they are asking for is what she has previously passed out to everyone at a past committee meeting, so committee members should have this already.

Troy said that she and Kay will meet and put together something that shows where we are so far, what kind of training, what is coming up. She is going to Instruction's website where she can see all of the college's core comps and SLO's. Discussion ensued on this issue.

Troy referenced information received from El Camino College, SLO's and how they are assessing. She is going to check their website and see if there is anything there that we might be able to use. The committee will hear more about this up to 4/16/07. Overall, think we are doing well. We are looking at two things, 1) program review and 2) how we are implementing SLO's. Another item of concern from Mike Perez and Deni and the problem of linking budget and planning. Think we are weak in this area. Discussion ensued on this issue which some thought was supposed to be separate and the Budget Committee's communication process.

Troy suggested a report be sent out. Discussion ensued on program review and the need to link to planning and more of a review of programs into the budget. This has been a difficult process: Troy said there are three things we need to focus on: 1) Make sure program review is reviewing programs and is communicated to everyone; 2) moving along on assessment of SLO's, having constant dialogues; 3) emphasis linking planning and budget. We need to move forward.

New Information from ACCJC Regarding SLO's.

Troy send the team has received handouts, and mentioned Kay's handout will produce an SLO program report.

Campus-Wide Involvement in Standards (Form):

Kay explained the new form which will be populated into a spreadsheet. She wants everyone on campus to participate in a committee, and for those who don't access to email, we need to find a way to get to them.

Diane Dusick said the best way to get participation is to ask personally.

Troy mentioned the self-study on accreditation which was sent out last Friday. Discussion ensued. We may need to do another reminder. We hope to get a 30% response.

Examples of El Camino's Work on SLO's

Troy circulated information from El Camino College.

Chairs of Standards – Quick Update

Rebecca Warren-Marlatt asked if anything has happened on Standard 2B, and suggested we could use a deadline. Discussion ensued on documentation. Kay said the Blackboard site is up; she has not seen a lot of action.

Troy mentioned she has sent everyone a copy of the evidence going to be required and how you populate the particular area of Blackboard. Discussion ensued on excerpts being sent out. Troy

said there are letters in Word about past study for the next six months. Most are done, there are just a few left. The format is different this year. We will have to put these on the new Blackboard. We want to get most current stuff done now. Discussion ensued on the deadlines for the draft and final reports. Troy said a draft is due by April 2008 and the site visit will be in October 2008. We will be putting together a self-study and putting information into a template. Discussion ensued on deadline dates:

Deadline Timeframe:

March 2007 – Assessment

April 2008 – Draft

August 2008 – Final

October 2008 –

Discussion ensued on accumulating information, assessing and creating dialogue, program review, planning and budget, assessment. There will be a meeting of standard chairs in two weeks. Kay reviewed the previous handout on the template which was distributed at an earlier committee meeting. One of the things we care about is dialogue--what is working, not working, changes being made to instructions and delay of service. She is going to various departments that are requesting training.

Troy agreed with Kay's comments, and said we will be in really good shape. We may want to do a survey asking if this is helpful, follow-up, etc. Discussion ensued on full-time and part-time staff and the need to find a way to get more participation of adjunct.

The meeting adjourned at 1:34 p.m.