

MINUTES
ACCREDITATION & STUDENT LEARNING OUTCOMES COMMITTEE
APRIL 30, 2012
9:30 A.M. – PRESIDENT'S CONFERENCE ROOM

ATTENDEES: Horace Alexander; Susan Bangasser; Larry Buckley; Jeremiah Gilbert; June Hill; Celia Huston; Haragewen Kinde; Dena Peters; Kay Weiss.

Opening: The meeting began at 9:40 a.m. Haragewen Kinde said that she had met with those who didn't attend last week's meeting and reviewed the process with them. The main concern was talking with those who will be back in the fall. It was noted that Patti Wall should be removed from the committee list, as she is not assigned to this committee.

Minutes from 4/23/12: June Hill motioned to approve the minutes; Kay Weiss 2nded the motion. Minutes approved.

Feedback from Faculty Chair Meeting: Dr. Kinde received positive feedback as to the template and sample provided to the department chairs. It was suggested in planning for the future that sharing best practices would be helpful.

Dean's Feedback: There was a question on how far back to go in gathering data. The conclusion was to include information since we began the SLO process. It was noted that we are still awaiting final outcome with CTA negotiations.

2012-2013 Institutional Reports—Information Gathering Process: Haragewen reviewed the various statements and responsibilities for the proficiency rubric statements.

Statement 1: This information exists with 2010-11 data. However, Haragewen Kinde will send to the deans for their documents to be updated for 2011-12 SLO activity. Discussion ensued on if we are doing this twice? Need to figure out how we want to manage—would prefer to write in June than October.

Susan Bangasser suggested we should write the report using bullet points. This discussion led to doing a template for the deans to enable consistent gathering of information. It was also suggested to use Diane Dusick's model to develop the dean's model. Celia Huston and Haragewen Kinde will work on the template for the deans.

Statement 2: Need input from department chairs and division deans to provide summary. Celia Huston suggested something we can use to check off on whether we have the documentation. Haragewen Kinde proposed to get charts to Celia, and review and find out what else we need and capture from the deans as to the pieces needed.

Statement 3: Haragewen Kinde mentioned that Leticia will complete a report as curriculum co-chair. SLO information used in the last reports—mid-term and follow-up report--will be reviewed.

Statement 4: This area is clear cut.

Statement 5: Celia Huston said this will require some creative thought. Haragewen said there is documentation from previous years.

Statement 6: Celia Huston and Haragewen Kinde will meet on this statement to strategize on what key points they need from the division summary.

Haragewen Kinde did a review of the remaining handouts for those who weren't at the last meeting (Horace Alexander), but attended today's meeting.

Planning for Accreditation 2014—Selection of Standard Chairs: Haragewen Kinde distributed a handout from the last accreditation—a grid of the accreditation standards sub-committee self-study members. The committee reviewed and decided what standards they would like to do and suggested other names from the committee list and suggested additional names to fill in the gaps.

Next Meeting: The next meeting is Monday, May 7, 2012, at 9:30 a.m., in the President's Conference Room. We will have a clean copy of the standard chairs for the next meeting. Discussion ensued on the names of those selected for the standard chairs who are not on the committee. We will review the chart and look for additional volunteers. Further discussion ensued on back-up materials, scanning copies, past practice.

Meeting Wrap-up: Dena Peters will send out a revised version of the chart to the committee members. Celia and Haragewen will meet on the SLOs. Haragewen will bring a calendar next week for training times. The goal in August is to be to go. Topic of external editor and need for funding.

Meeting Date:

<u>Apr 23</u>	first meeting ✓
<u>Apr 30</u>	next meeting ✓
<u>May 7</u>	goal to have selected chairs
<u>May 14</u>	last meeting

The meeting adjourned at 10:55 a.m.

Minutes prepared by Dena Peters.