

MINUTES
ACCREDITATION & STUDENT LEARNING OUTCOMES COMMITTEE
MAY 7, 2012
9:30 A.M. – PRESIDENT’S CONFERENCE ROOM

ATTENDEES: Haragewen Kinde; Dena Peters; Diane Dusick; James Smith; Jeremiah Gilbert; Kay Weiss.

Opening: The meeting began at 9:30 a.m.

Minutes from 4/30/12:

Selection of Standard Chairs and Make up Supporting Members—Finalize: Haragewen Kinde proposed to go over the list of committee chairs and co-chairs. Based on conversation from today’s meeting, an updated list will go out to everyone via email. She mentioned adding links to the accreditation documents, follow-up and mid-term reports, and substantive reports for reference, as well as a link to ACCJC. Haragewen also motioned providing support documents in pdf format. It was noted to send a copy of the standards committee list to Casey Thomas to include classified staff. We will have more details when we meet in the fall.

2012-2013 Institutional Reports—Information Gathering Process—Template for Deans:

We reviewed the department sample template to create the deans template. A finalized version of the deans template will be shared at the next meeting. If time permits, Haragewen will meet with Kay Weiss to share the draft before the committee meeting for additional input.

Discussion ensued on the shared drive Dropbox, and also what we have on Blackboard from the previous accreditation process. Dena Peters will look into accessing the Blackboard documents and get things setup for August.

Haragewen Kinde said she is meeting with Celia Huston this Wednesday to finalize the division deans template for the instruction and student services. The plan is to send the finalized draft to the committee for additional discussion at the next meeting.

Haragewen Kinde reviewed the various rubric statements and those responsible for providing the evidence. Discussion ensued on institutional self-assessment and implementation.

Planning for Accreditation 2014—August and September Dates: Haragewen reviewed the accreditation committee meeting dates and times coming for the fall—SLO report, would like to have done first week of August for review and the senate retreat; then finalize and take to college council. The senate retreat is on August 8, and the first full senate meeting is on August 15. The fall accreditation committee meetings will be held on the 2nd and 4th Thursdays of each month, which gives us a meeting date of August 23 for our first meeting in the fall.

Discussion ensued on using flex day for training for accreditation. Haragewen will work with Nori Sogomonian on this professional development activity. The proposed date for training is August 9 from 9 a.m. to 12 noon. Training would be for all committee members and the standards committee.

James Smith will work on data and benchmarks, survey deadlines, and strategic initiatives.

Upon receipt of the list of classified members, Haragewen will send an email to the committee and standards committee in preparation for the August 9 training. Haragewen will send accreditation-related supporting documents.

Please mark your calendars as it related to the August 9 training. We want to encourage everyone on the accreditation committee to participate in this training. Continental breakfast will be provided.

Haragewen Kinde will have someone from ACCJC come out to provide training, and she will look for supporting materials from ACCJC. A suggestion was posed on establishing a budget for accreditation.

Next Meeting: The next meeting is **Monday, May 14, 2012, at 9:30 a.m., in the President's Conference Room.**

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 10:40 a.m.

Minutes prepared by Dena Peters.