

MINUTES
ACCREDITATION COMMITTEE
AUGUST 23, 2012
1:00 P.M. – PRESIDENT'S CONFERENCE ROOM

ATTENDEES: Haragewen Kinde; Celia Huston; Jeremiah Gilbert; Larry Buckley; James Smith; Horace Alexander; Kay Weiss; Joan Backy-Murillo; Algie Au; Paula Ferri-Milligan; Gloria Fisher; Victor Quezada; Nori Sogomonian; Susan Bangasser; Guy Hinrichs; Sarah Miller; Elaine Akers; Scott Stark; David Bastedo; Rick Hrdlicka; Jack Jackson; Odette McGinnis; John Stankas; Casey Thomas; Christie Gabriel-Millette; Ed Millican; Dena Peters.

Opening: Haragewen Kinde opened the meeting which began at approximately 1:05 p.m. The minutes for 8/9/12 were reviewed by the committee members in attendance. Rick Hrdlicka said his name was not on the list of attendees for the last meeting. Celia Huston motioned to approve the minutes with amendment; Kay Weiss 2nd the motion.

Dr. Smith – Accreditation Related Evaluation: James Smith reviewed accreditation-related information, such as the self-study surveys and when these surveys take place annually. Survey information going back seven years is posted on the Research, Planning and Institutional Effectiveness website, URL link provided: <http://www.valleycollege.edu/about-sbvc/offices/office-research-planning.aspx>. The surveys have a lot of recurring questions, but some questions have evolved over time. The numbers will be available upon request and also in the Dropbox. Dr. Smith gave a review of the results of a SWOT (Strengths-Weaknesses-Opportunities-Threats) survey. He noted that district program review is also important to everyone involved on this committee, in particular, facilities and budget. A survey for professional development is scheduled in the immediate future. All major surveys by date are available for review on our website, Research, Planning and Institutional Effectiveness website, URL link provided: <http://www.valleycollege.edu/about-sbvc/offices/office-research-planning.aspx>. He is putting together an Access database for query purposes that will pull out items related to the appropriate standard sections (reference the survey data handed out at the 8/9/12 training session).

Haragewen Kinde did a quick review on the handouts from the last meeting, that each committee member has received electronic copies of their appropriate standard section(s), and that those who did not attend the last meeting, the hard copies of their standard section(s) were sent to them via interoffice mail.

Dr. Smith reiterated that information is available on his website, Research, Planning and Institutional Effectiveness website, URL link provided: <http://www.valleycollege.edu/about-sbvc/offices/office-research-planning.aspx> and/or via request. He noted that the AARC data accountability report is also available, which tracks student performance measures and demographics. Information is available on the website with links provided to other important data, such as district, state and national info. If there is any information you need and cannot find, to let him know so we can locate and put this information on the website for future reference.

Selection of Standard Chairs and Make up Supporting Members – Review: Haragewen Kinde distributed a handout on the updated list of committee members for review. There was feedback, some names added to sections, so we will provide another update on the committee list for the chairs and co-chairs.

2012-2013 Institutional Reports on Institutional Status on Student Learning Outcomes and Assessment of Learning – Update: Celia Huston provide an update on the status of the 2012-2013 SLO report that was handed out at the last meeting on 8/9/12, and said the report went to the Academic Senate meeting on 8/15/12, and that the report is moving forward to the next College Council meeting. Celia has been working with those areas that have not yet posted their SLOs to get them posted, assigning evaluation dates, checking facts and numbers for accuracy. She said we are on track and moving forward. Celia asked if there were any questions.

Odette McGinnis raised discussion on the issue of the percentages made when the program passes with a C grade. Further discussion ensued on the methodology developed, program levels and institutional level of SLOs. Algie Au noted that after attending a session on SLOs, it was determined and suggested that methods of assessment can be different for different areas, but need to be documented at the program level. Celia Huston said this is something that may need further research, i.e., what is assessment? We need examples and maybe have an in-service on how to assess SLOs.

Sherri Lillard (Program Review Committee) had a couple of questions: 1) Program SLO, perhaps we could have a fluid template, it seems the current template may be too rigid? 2) What does this committee need from efficacy program review? She wants to make sure we are instituting the right questions and wording as part of the document. Feedback was on program review SLO and plan assessment. We need to put questions on the efficacy plan.

Haragewen Kinde noted that Celia has done great work on the draft SLO assessment of learning document.

Planning for Accreditation 2014 – Update/Dialogue: Haragewen Kinde reviewed the documents from ACCJC's website and noted several updates that have been made: There were changes to Standard III and one or two areas in Standard IV, (shared at the 8/9/12 meeting); the **Accreditation Reference Handbook** has an updated version which is on the ACCJC website; and, the **Guide to Evaluation Institutions** is being updated. We have a copy of the former version, of which we provided evidence information which we used for the evidence questions. The former version is also important, since the last report was prepared using this as a template. She also noted that important links have been added to all email communications and will be updated accordingly.

Haragewen said that we may have focus meetings on individual standards, and would like to give standard chair reports to discuss any concerns, questions, or challenges on what needs to be done. We will dedicate the next meeting to one standard.

We will have a draft of the report on 9/27/12 for finalization and to be mailed by 10/15/12.

Are there any other people to include in this process, or any go-to people? Suggestions made:

- Counselors (Std 2B), CTE rep for Std 2A, instruction;
- Attending student senate meetings;
- Administrator(s);
- District representation;
- Board members (Invited to the 10/5 ACCJC accreditation training);
- Classified staff for computer technology involvement;
- Invite department chairs to some of the meetings;
- Educational master plan (EMP) for each department used also for program review; five-year strategic plan.

Dr. Smith mentioned the strategic initiatives and goals being connected to the accreditation planning. We need to make sure dialogue is noted. The EMP data is being updated and will be sent to department chairs and deans for updating. This data will be going out in the next week or two. It was noted that we need to identify areas not addressed in the last EMP, such as the library and some parts of student services, also foundation. Dr. Smith will provide an update on the EMP at the next meeting.

Other: Were there any questions from the standard chairs before adjourning the meeting?

Standard 2B: Susan Bangasser said the team met at last meeting, and we have new members today.

Standard 2C: Celia Huston said the team met and divided up portions of the standards to each team member.

Standard III D: Odette McGinnis had questions on the people needed to seek for questions.

Celia Huston suggested we have reports from the standard chairs at each meeting.

ACCJC – October 5, 2012: Haragewen noted the upcoming training with ACCJC and said we don't want to get ahead of the training, but we want to be an informed team.

Next Meeting: Next meeting is Sept. 13, 2012, 1:00—2:30 p.m. in the President's Conference Room.

Minutes prepared by Dena Peters.