

**ACCREDITATION & STUDENT LEARNING OUTCOMES
COMMITTEE AGENDA – 10/25/12**



SBVC provides quality education and services that support a diverse community of learners.

Agenda Items	Supporting/Discussion Notes
Student Learning Outcomes Update – Celia Huston	
Standards Committee Chair status update— Reports	
Other	
Next meeting(s)	<p>Next meeting is <u>Thursday, November 8, 1:00–2:30 p.m., President’s Conference Room.</u></p> <p><u>Future Meeting Dates:</u> November 22 December 13</p>

PLANNING FOR ACCREDITATION 2014

HOW TO SURVIVE THE NEXT TWO AND HALF YEARS AS WE PREPARE FOR THE SELF STUDY

Where we have been with regard to Accreditation:

- October 2008
 - Visit of the last accreditation team

- January 2009
 - Received accreditation with a number of items to address
 - October 2011
Submitted Follow-Up Progress Report addressing Recommendation 5, 6 and Commission
 - Recommendation 1
 - Response letter indicated the College has resolved Recommendation 5, 6 and Commission
 - Recommendation 1 as identified in the Commission's action letter of February 3, 2009.

- October 2011
 - Submitted Midterm Report addressing the remaining items from initial accreditation as well as recommendations on the Follow-Up Progress Report.
 - Response letter indicated that the recommendations had been resolved by the institution and “that the College had also addressed the self-identified plans . . .”

- April 2012
 - Submitted Substantive Change Proposal—Distance Education

ACCREDITATION COMMITTEE MEETING DATES AND TIMES 2012-2014

1:00-2:30 on 2nd and 4th Thursdays of Each Month
Location TBD

August 23, September 13, 27 October 11, 25 November 8, 22 December 13

Tentative Timeline

August 9, 2012 (9:00 a.m.–12 Noon)	Training workshop for chairs/co-chairs
August 23, 2012	Review and finalize 2012–2013 Institutional Reports on Institutional Status on Student Learning Outcomes and Assessment of Learning
September 13, 2012	Committee meeting
October 5, 2012	ACCJC training
Fall 2012–Fall 2013	Focus on the Self-Study: Meeting the Standards, Evaluation, Evidence, Dialogue
Spring 13–March	1 st draft of the Self-Study All Spring–Assessment February–Self-Study Survey
Summer 2013	
Fall 2013	2 nd draft of the Self-Study Assessment and evaluation
Spring 2014	Writing and Finalizing the Self-Study February–Self Study April–Mail draft to campus
Summer 2014	Final edits, printing, and submission of Self-Study to the Campus and the Board of Trustees
Fall 2014	August–September Dissemination of copies of final report to campus
October 2014	Accreditation Visit from the Accreditation Commission

FOUR ACCREDITATION STANDARDS
(CHAIRS/CO-CHAIRS FOR EACH STANDARD)

I. INSTITUTIONAL MISSION AND EFFECTIVENESS

- A. MISSION (1)
- B. IMPROVING INSTITUTIONAL EFFECTIVENES (1)

II. STUDENT LEARNING PROGRAMS AND SERVICES

- A. INSTRUCTIONAL PROGRAMS (1)
- B. STUDENT SUPPORT SERVICES (1)
- C. LIBRARY AND LEARNING SUPPORT SERVICES (2)

III. RESOURCES

- A. HUMAN RESOURCES (1)
- B. PHYSICAL RESOURCES (2)
- C. TECHNOLOGY RESOURCES (1)
- D. FINANCIAL RESOURCES (2)

IV. LEADERSHIP AND GOVERNANCE (1)

- A. DECISION-MAKING ROLES AND PROCESSES
- B. BOARD AND ADMINISTRATIVE ORGANIZATION

WRITING/EDITING: (1)

Debriefing Notes From 2008 Site Visit

WHAT WE NEED TO DO NEXT:

- Supply the campus with the Self Study Planning Agenda and ensure that the area of responsibility is working on these items.
- Review what is required by the Accreditation's evaluation.
- Insert the evaluation letter onto the Accreditation website. (it will be referenced often by anyone writing a grant).
- Begin collecting evidence each year
 - Have all standing committees collect and organize their minutes and handouts (either in notebook form or archived on their Blackboard or other DE platform, or perhaps both); turn in the Accreditation Officer in May of each year.
 - Have Student Services areas collect information in a notebook on activities and events in their areas.
 - Make sure that any changes to the mission or collegial consultation receive board approval. (Do this for other documents of its type).
Create a table listing the document and when it was approved and/or revised.
(Even if you have your board documents this is a helpful reference).
- Continue to use ACCJC rubrics each year to assess where we are as a campus.

**Tentative Timeline
For
2012 – 2013 Institutional Reports on Institutional Status on
Student Learning Outcomes and Assessment of Learning**

April 2012

- Report received from ACCJC
- Report disseminated to
 - Accreditation and Student Learning Outcomes Committee
 - Senate
 - Deans both Instruction and Student Services
 - Faculty Chairs

April 23–May 23, 2012

- Collect information on Proficiency Rubric Statements 1, 2, 3, 4, 5, 6, 7 with supporting evidence
- Information collection process
 - From Departments via Faculty Chairs to Deans
 - From Divisions via Deans to VPI
 - VPI, SLO Report Coordinator and Researcher compile gathered information

June–July 2012

- Prepare draft of report

August 9, 2012

- Draft of report to Senate

September 27, 2012

- Finalize report

October 5, 2012

- Mail report

October 15, 2012

- Report due