

MINUTES
ACCREDITATION & STUDENT LEARNING OUTCOMES COMMITTEE
FEBRUARY 28, 2013
1:00 P.M.
PRESIDENT'S CONFERENCE ROOM

ATTENDEES: Joan Murillo; Cindy Parish; Susan Bangasser; Ed Millican; Jeremiah Gilbert; Kay Weiss; Jack Jackson; Rick Hrdlicka; Angela Grotke; Christie Gabriel-Millette; Paula Milligan; Horace Alexander; Celia Huston; Algie Au; Sarah Miller; Glen Kuck; Rose King; James Smith; Haragewen Kinde; Dena Peters.

Minutes—February 14, 2013: Kay Weiss motioned to accept the minutes as written; Ed Millican 2nd the motion. Minutes approved.

Q & A: Standards 2B, Student Support Services, 2C, Library & Learning Support Services, & 4, Leadership & Governance:

Standard 2B, Student Support Services: Std 2.b.2.: Topic items for discussion:	
Questions	Feedback
<ul style="list-style-type: none"> • Is the catalog written based on employee/student standpoint? • How is the catalog reviewed for accuracy and currency? • Is there an established process? Is it easily accessible to students? • Does the institution maintain records of students' complaints and make available? • Do we keep record, if so, where are they stored? • Who are the members of the team (grievance)? • Is there a history of reports and/or complaints? • Complaints and grievances, what is the difference? • Where do they go at a higher level? • Is there standing committee? • If it is through instructional planning, full-time, part-time; sample programs; are courses available semester-by-semester? • Students fees and other financial obligations, financial aid is not mentioned, what is the impact on financial aid if students withdraw from 	<ul style="list-style-type: none"> • ref. campus climate survey, can add this question to the survey. • Most campuses have catalog online now. • Policies are not included in the catalog. We have board and administrative procedures that can be accessed at the district website. • We have a policy on the grievance procedure about maintaining records and making available, we do not know. Celia Huston to check for more information. • Campus repository, district hotline, records thru the district. • Need to define complaints vs. grievances. • Director of Student Life, Carolyn Lindsey, and VP/SS. Include a student representative from ASB, important stakeholder group. Reference pg. 29, detailed line up (need to have available to the accrediting team). • Discussion ensued on the team definition. (Student rep for accreditation committee: Victor Quazada)

<p>classes, are there any obligations to return funds?</p> <ul style="list-style-type: none"> • Academic honesty/academic dishonesty 	<ul style="list-style-type: none"> • Catalog adhoc committee 2010-11; we don't have program sequences linkage, only a list of courses required for a degree; program define or interpret; program to access; gainful employment link on research and planning website; sequential courses. • Think we should move in that direction, we are legally obligated to the students per Title 5, which states we are legally obligated; but, because of budget money, especially at present, we are not able to guarantee completion as planned. This would be a college council matter or other appropriate committee. • We may want to align with similar language.
<p>Standard 2.B.3.c.-Counseling Section:</p>	
<ul style="list-style-type: none"> • Comprehensive program review process, this topic may be addressed in another standard; not reviewed with strategic initiatives • Counselor or faculty, need to be consistent? 	<ul style="list-style-type: none"> • SBVC is in the process of creating a new plan; strategic plan should be approved by year's end, will update next year; counselors on-campus primarily to advise students; there are faculty who advise; we have counselors in numerous areas; • Counselor training initiated throughout counseling center; we want a standardized process for consistency purposes; counselors are recognized as faculty; counseling/faculty, all counselors are hired with MQs in counseling; Incorporate some language, length of time; need to be careful what we offer and when we offer, need to make a good faith effort.
<p>Standard 2.C.: Library & Learning Support Services</p>	
<ul style="list-style-type: none"> • Want to know what else we should be including in this section? • Should we pull in STEM tutoring area, falling into other places? 	<ul style="list-style-type: none"> • The library has changed so much since the last accreditation; we want a comprehensive list; No place else to put this info, it needs to be put here; things will overlap; if it fits in your standard, include the language, e.g., tutoring, writing center, under academic program; reading lab-- Stephanie (Briggs), student success center--Rose King--when overlapped,

	<p>write in both places.</p> <ul style="list-style-type: none"> • Learning center, computer labs, technology, development and training. (referring first paragraph of this section). • Instructional technology, support services, current recruiting to support departments; keep labs open for students; GIS; auto-cad; back to reading lab; talk to Rose (King); Learning labs, simulators; tech has an open lab; STEM; EOPS; classroom labs and open labs; DSPS; writing, technology center; students computer lab; Rick Hrdlicka has list of instructional and service labs.
<p><u>Standard 4: Leadership & Governance</u></p>	<p>Algje Au recently assigned as chair of this sub-committee. She is still reviewing the document.</p>
<ul style="list-style-type: none"> • The report indicates there is a policy manual, where is it? • Share governance policy? 	<p>Could be referring to board policies (evidence?). There used to be a book manual, now everything is online.</p>
<p><u>Standard 4.A.5.: Role of Leadership</u></p>	
<ul style="list-style-type: none"> • Are all employees regularly evaluated, as noted (3.A.1.b)? • Are evaluations performed on interims? have we forwarded question to HR on the interims? Have we talked to them? • Do we have these questions on the survey? How does the constituency feel? 	<ul style="list-style-type: none"> • Personnel/HR states it's two separate things, this could be challenged, don't think they are separate; a good question; this topic addressed at district assembly by Tanya Rogers, who said no we don't have the policy and we shouldn't have one (evaluation) for interims. • Discussion ensued on term limits (for interims), who are evaluated based on past positions, with no relevance to the interim position; Should be evaluated on the same management schedule in the new interim position. • Discussion ensued on term limits, one, two, three terms, needs to be reviewed. • There was a "show cause" from another institution because the interim president hadn't been evaluated; issue of Jack Miyamoto serving as acting HR chancellor. • Classified Senate has something developed to address this issue.

	<ul style="list-style-type: none"> • Discussion at the college council realigning committee to serve on one committee. • College council evaluated if we have the right people; self-evaluation; college council overall leadership of the college; may be something we need to work on;
Standard 4.B.3.c.: Board & Administrative Organization, Fair Distribution of Resources	
<ul style="list-style-type: none"> • Ed Millican said he was still reviewing the materials, trying to understand it all. • Are we achieving our goals? • Reviewing the report, the district didn't have a program review process. 2009-10 district instituted this process; 2010-2011 last thing on district site, are they posting their results? • Algie Au mentioned that ACCJC stated it was in the process of reducing redundancy, should we talk about how to approach, current guide. 	<ul style="list-style-type: none"> • Charlie Ng in charge of district budget and resource allocation • Need to post 2009-2010, no on the website.

Accreditation Presentation, Celia Huston: No presentation. Celia to send out PowerPoint presentation.

SLO Software Update: Celia Huston gave an update on the SLO software search. The three programs have been narrowed down to Curricunet; Blackboard and eLumen. Will have more discussion on April 9 for faculty review. We hope to get this to May board agenda for approval.

Other:

Next Meeting and Future Meeting Dates: The next meeting is Thursday, March 28, 2013, at 1:00 p.m. in the President's Conference Room.

Future Meeting Dates:

February 28	April 11
March 14	April 25
March 28	May 9

(Meetings will be held in the President's Conference Room.)