

**ACCREDITATION & STUDENT LEARNING OUTCOMES
COMMITTEE – DECEMBER 10, 2015**

MINUTES



**Members
in
Attendance**

- Horace Alexander
- Susan Bangasser
- Gloria Fisher
- Jeremiah Gilbert
- Tarif Halabi
- Kristin Hauge
- Rick Hrdlicka
- Celia Huston
- Gabriel Jaramillo
- Wallace Johnson

- Haragewen Kinde
- Kenneth Lawler
- Albert Maniaol
- Sarah Miller
- Ricky Shabazz
- James Smith
- Scott Stark
- Kay Weiss
- Kay D Yarbrough

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

Topic	Discussion and Action
Approval of Minutes—November 12, 2015	Pending
Timeline Update	<p>Haragewen Kinde shared there was a conference call with the campus, District and CHC representatives to update on where we are and how things are shaping up through submission.</p> <p>January 4-13, whatever input is gathered by this timeframe will be put into the 2nd draft. The goal is to share the document on January 14 Flex Day. Celia fielded the committee members for input on how to run this activity on January 14.</p> <p>What other marketin tools have been used since the survey went out? There is usually a low turnout. Schedules were sent out, adjunct notification, provided a detailed description to describe this activity.</p> <p>January 28, 2nd draft feedback.</p> <p>Discussion ensued on the best way to best way to gather the feedback.</p>
How to Best Gather 2nd Draft Feedback	<p>What are the classifications of the survey respondents? Celia said we can break it down accordingly. Many classified employees don't have computer access to receive the survey. Celia said there were 27 classified respondents, and an additional 30 from those who completed paper surveys.</p> <p>Discussion on other ways to get people to complete the surveys.</p> <p>Further discussion ensued on how students are being contacted to complete the survey.</p>

	<p>SLO on Evaluation: There were handouts distributed to the members, 1) Standard III ACCJC resource, 2) Formal Evaluation Summary form. Kay Weiss reviewed the issue surrounding the faculty evaluation form, re. 3.a.6. There was a review of how other colleges were evaluated on this same issue. Discussion ensued on having more than a checkbox to satisfy the standard. Also, some faculty don't see this until the signing part at the final meeting and check the box. There is no evidence to any conversation.</p> <p>Is this satisfactory with the committee as satisfying the recommendation? Further discussion ensued.</p>
<p>Dr. Lisa Norman</p> <ul style="list-style-type: none"> • Recommendation 2 • Staffing Plan • HR Manual 	<p>Lisa Norman provided an updated on staffing, training and individual interpretations. Lots of policies, no title. Cleaning up language. Meeting with staff weekly huddles to talk about experiences, issues, how were they interpreted to ensure we are all on the same page on interpretation. We have an HR manual, but not sure if it's being used. We are also working to put together handbooks for various classification processes.</p> <p>Discussion ensued on staying abreast of legislative changes, mandates, and any other changes. Information has not been disseminated very well.</p> <p><u>Recommendation 2:</u> Celia wanted to know the committee's feedback on whether this issue has been resolved. Referred back to the recommendation. Are we on track? Lisa Norman referenced a book and information posted on the HR site on the deficiencies. Evidence has been uploaded for reference. Lengthy discussion on where we are as far as meeting the recommendations from ACCJC on this recommendation.</p> <p>There was a Q&A session between the committee members and Lisa Norman.</p> <p>Celia shared information from the ASG vice president on the feedback received from the ASG executive board. This information will be added to the final report. She will be working on updating the final draft.</p>
<p>Next meeting:</p>	<p>January 28, 2016, 1:00-2:30 p.m. All meetings will be held in the President's Conference Room, ADSS-207, unless otherwise noted.</p>