

Accreditation Steering Committee Meeting

February 1st, 2008

Approved Summary

Present: Berta Harris, Bill Grimes, Carol Dexheimer, Dotti Cordell, Jaime Estrada, John Markley, Julie Barnes, June Cressy, Kathy McGinnis, Lori Erreca, Marilyn Harvey, Mary Benard, Peter White, Randy Barnes, Roberta Alexander, Ron Manzoni, Salley Deaton, Sandra Pesce, Xi Zhang

- 1. Introductions of new members:** Peter White was introduced. P. White will be the new Vice President of Student Services at City and will also serve as a member of the Accreditation Committee. Other members present introduced themselves and identified their Standards. Individuals were recognized for their work on the committee.

- 2. Accreditation timeline change:** The revised Accreditation timeline was reviewed. A noteworthy change is the Accreditation team site visit which will take place in fall 2010 instead of spring 2010. Other changes and revisions were identified. Release time for faculty will need to be adjusted.

- 3. Report from faculty co-chairs who attended the Academic Senate Accreditation Institute:** R. Alexander, J. Estrada, M. Harvey, D. Cordell, and S. Pesce attended the Accreditation Institute event on January 25th to 27th and reported:
 - a. Accreditation Standards with suggested questions and examples of evidence (Alexander):** R. Alexander reviewed the handout from Butte College that was distributed.

 - b. Opening plenary and Standard I Highlights (Estrada):** J. Estrada distributed the "Proposed Changes to Perkins Guidelines" and explained how the Federal Government wants to be more involved in Accreditation and make it more standardized.

 - c. Rubric for describing progress (Harvey):** Attention was given to the yellow handout titled "Rubric for Evaluating Institutional Effectiveness". M. Harvey explained that the Commission created the rubric as a tool designed to assist with consistency in the descriptive narratives. R. Manzoni indicated that the rubric was helpful on his last Accreditation visit.

 - d. SLO's and City College Institutional Assessment Committee (Cordell):** D. Cordell distributed the "Student Learning Outcomes" notes and reviewed a chart of the model used at City. She indicated that this model will work for Student Services and Instruction, and can be modified for administrative service areas.

- 4. Themes (Pesce):** S. Pesce addressed the handout titled "Six Themes" and indicated that these have to be in the self study. Themes should be reflected in the text. The self study will not be based on themes.

5. **Last Self Study:** R. Alexander showed a copy of the 2004 Accreditation Self-Study. Contact G. Duenas to request a hard copy. Electronic copies are available on the City College website. R. Alexander recommended that notes, timelines, and documentation for what you are doing in your Standard be kept in your binder.

B. Grimes described the different types of surveys. There will be a district-wide group who will provide input into surveys.

6. **Midterm Report:** R. Alexander reviewed the Midterm Accreditation Report and recommended that the subcommittees pay particular attention that recommendations in their Standard are continuing to be appropriately addressed by the campus and district.

7. Reports from Standard Co-chairs:

- a. **Standard 2 (Student Learning Outcomes):** B. Harris reported that most co-chairs were able to meet. They discussed the division of the standard into sections for co-chairs to take responsibility for. Berta and Mary are working on Standard IIA; Marilyn Harvey and Juliana Barnes will take Standard IIB; and Sandra Pesce will chair IIC. Potential committee members were discussed.

Question was asked about when potential members could be contacted. After the Senate meeting on Monday when co-chairs are ratified, R. Alexander will send a campus-wide invitation to recruit people to participate in committees. A deadline to contact co-chairs will be determined. The makeup and content of the invitation was discussed. By the next meeting, committees should be recruiting.

A question was asked by M. Benard regarding the timing and process for contributing questions to, and turn-around times for surveys. Co-chairs can start to discuss and develop questions, and think about what modes might be used for delivery. Survey results need to be completed by spring 2009. Paper surveys take longer, so these must be given in the fall 2008.

- b. **Standard 3 (Resources):** C. Dexheimer reported that the committee met. They reviewed components, discussed the roles of members, determined an approach to recruit, and reviewed the steering committee calendar. A co-chair "to do list" was identified for preparation of the process. They are developing a format for surveys and reviewing the questions.
- c. **Standard 4 (Leadership and Governance):** R. Barnes reported that the committee met and discussed how to arrange meetings with individuals. They will write the surveys, which will be a big part of this Standard. P. White suggested that, in order to be efficient, a date should be set for co-chairs from each campus to interview individuals from the District/Board/etc.
- d. **Standard 1 (Institutional Mission and Effectiveness):** S. Deaton reported that the committee met once. The Mission Statement will be reviewed and revised

- The next Accreditation meeting is scheduled for March 7th, 2008 at 12:00pm in D102.
- The Accreditation Self-Study Workshop is scheduled for March 14th, 2008 at 9:00am, Room TBA