

Accreditation Steering Committee Meeting
February 6th, 2009
Summary

Present: Berta Harris, Dotti Cordell, Gloria Lyon, John Markley, Julie Barnes, Kathy McGinnis, Lori Erreca, Mary Benard, Peter White, Randy Barnes, Roberta Alexander, Salley Deaton, Xi Zhang

Absent: Jaime Estrada, June Cressy, Marilyn Harvey, Robert DeMartini, Sandra Pesce

1. Review and corrections of draft summary from December 5th, 2008 meeting

No corrections

2. Research Update (X. Zhang)

Data collection for point-of-service surveys is going well but there has been a low response rate. Student participation is encouraged. Faculty members who have been selected to administer student surveys have been contacted. A pre-notification letter will be sent to employees informing them that employee surveys are available online and hardcopy at the mailroom. R. Alexander will include information in the Staff Bulletin to encourage survey participation. X. Zhang will attend the Chairs' Cabinet meeting on 02/23 at 1:00pm.

3. Report from District Steering Committee 01/16/09 meeting (P. White)

- a. **Information needs from district (I.T. pending)** - If you have more information requests, contact Peter.
- b. **Interviews with district personnel** - Please send names/titles of people at the district that you need to interview to Peter. Lynn Neault will schedule interviews for all 3 campuses.
- c. **Survey update** – Logistics for surveys were discussed. Employee surveys will be out mid-February. Point-of-service surveys were sent out for Business/Administrative Services.
- d. **Meeting with BOT** – There will be a meeting of Standard IV co-chairs from all four campuses with the Board of Trustees in May or June.

4. Institutional Assessment Committee Report (D. Cordell, B. Harris)

D. Cordell reported that City and Mesa College have purchased the TaskStream software for assessment management. Miramar College will not be participating. The software is capable of tracking email dialogue (done through TaskStream) related to learning outcomes. Training will be needed.

B. Harris is working with department chairs to get the General Education and program level SLO's in the college catalog. March 2nd is the deadline for getting SLO's to Dottie for the catalog.

5. Standard Reports from Co-chairs

No reports

6. Accreditation Timeline (P. White, R. Alexander)*

R. Alexander reviewed the revised Accreditation Self-Study Timeline dated 2/5/09. Changes and updates were made as needed.

7. Revision Guidelines (R. Alexander)*

R. Alexander reviewed the list 1-13 Guidelines for Draft Revisions for the SDCC Accreditation Steering Committee. Number 14 should be added: Use standard language rather than California language.

8. Other - None

Scheduled meetings for spring 2009

February 06, 2009

March 06, 2009

April 03, 2009

May 01, 2009

June 05, 2009 - Survey briefing (1) 9:00am to 11:00am, D102

June 12, 2009 - Survey briefing (2) 9:00am to 11:00am, D102