

**Accreditation Steering Committee Meeting**  
**March 7<sup>th</sup>, 2008**  
**Approved Summary**

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

1. **Review and Corrections of Notes from February 1<sup>st</sup>, 2008 Meeting:** The summary from the last meeting was reviewed and corrected as necessary.
2. **Revised Release Time Guidelines:** Release time should be adjusted to include fall 2009.
3. **Student Involvement:** R. Alexander reported that she met with the Associated Students. At this time, they requested that she report to them on a monthly basis regarding the self study. In addition, it was suggested that the Standard Committees recruit students from special programs such as TRIO, MESA, and Service Learning.
4. **District Coordination:** Lynn Neault will be the contact person at the district for standard co-chairs. When you request information or ask Lynn questions, cc your e-mail to Roberta. The Chancellor's Cabinet will further discuss our district's self-study process after which Lynn will be setting up meetings with the steering committee co-chairs from all the campuses.
5. **Accreditation Training Session on Friday, March 14:** Representatives from Mesa and Miramar in addition to City will be attending the Accrediting Commission's training session on March 17 which will run from 9:00-3:00 in R109.
6. **Concerns Regarding Recent Accrediting Commission Actions:** P. White discussed the increasingly strict expectations of the Accrediting Commission, especially regarding Program Review and Student Learning Outcomes. He suggested that steering committee members carefully review the document in your binders (in yellow) entitled "Rubric for Evaluating Institutional Effectiveness regarding Program Review, Planning, and Student Learning Outcomes."
7. **Midterm Report Follow-up Re: Construction Projects & Information Exchange:** J. Markley (Standard IV), in following up on the "Focused Midterm Report," raised concerns about the need for consistent communication to faculty, staff and students regarding construction projects; and the need for input from faculty, staff and students in the appropriate planning stages of construction projects. Actions that will be taken are:
  - a. It will be recommended that the campus PIO work on making sure everyone knows about construction projects as well as current and upcoming disruptions in campus operations.
  - b. More faculty members and staff will participate formally on the Campus Review of Services Committee which will take the place of the specially formed "Construction Communication Committee."
  - c. The construction timeline will be provided and continually updated by C. Dexheimer and will be made available to the campus community through the Faculty and Staff Bulletin as well as

on the website.

d. Project-specific committees will be put in place when appropriate and faculty membership will continue to be tracked by the Academic Senate Committee on Committees' chair.

**8. Website Progress:** The Website is being updated to reflect our current work.

**9. Reports from Standard Co-chairs:**

**Standard 1 (Institutional Mission and Effectiveness):**

**Standard 2 (Student Learning Outcomes):**

**Standard 3 (Resources):**

**Standard 4 (Leadership and Governance):**

**10. Survey Suggestions from Standard Co-Chairs:** B. Grimes will get copies of the surveys used for the last accreditation self-study to the standard co-chairs.

Highlights: Please send lists of your standard committee members to Greg as well as the times, dates and locations of your meetings.
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