

Accreditation Steering Committee Meeting

April 3, 2009

Summary

Present: Berta Harris, Dotti Cordell, Jaime Estrada, Jerry Davis, John Markley, Julianna Barnes, June Cressy, Marilyn Harvey, Mary Benard, Peter White, Roberta Alexander, Salley Deaton, Sandra Pesce, Xi Zhang

Rose LaMuraglia was introduced as a co-chair with Sandra Pesce of Standard IIIC

1. Review notes for 3/6/09 meeting – Notes will be sent to Committee members via e-mail for review and corrections.
2. Research Update. Xi Zhang reported that information has been scanned for the Employee and Student Opinion Surveys and Point of Service Surveys. Institutional Research has reviewed the open-ended comments and will organize them by recurring themes that have been identified. Data from the Point of Service Surveys should be available by the end of May.
3. Report from District Steering Committee – March 27 meeting. R. Alexander reported that
 - a. Details were ironed out for the Standard IV Committees' working session with the Board of Trustees on April 16. Questions were reviewed and approved.
 - b. There was discussion of the Standard IIIA question re: SLOs and faculty evaluation forms. The next District Steering Committee meeting will focus on generating suggested language for addressing that component of the self study.
 - c. Standard III A co-chairs will have a district-wide meeting to discuss shared concerns regarding Human Resources procedures. Of particular interest is the procedure for determining if applicants have minimum qualifications which has been worked on by the four Academic Senates but not adopted by H.R.
 - d. The Accreditation Annual Report was distributed and assignments were made for answering the questions.
4. Grids passed out by Salley Deaton at the 4/6 meeting. Co-chairs were reminded to constantly refer to the grids as they work on the draft revisions. The grids include recommendations from ACCJC's '04 visit, as well as planning agendas, and tasks identified by the college. Co-chairs should address these concerns and check the information in the grids as they fit into the standard. Also, be sure to look at the Midterm Report ('07) and consider the responses that were made for recommendations and planning agendas at that time.
5. Self Evaluations /how different from the Description portion. P. White recommended that the self evaluation portions of the self study should
 - a. Address whether our practices are sufficient and adequate.
 - b. Be placed at the end of each standard or substandard statement.
 - c. When appropriate, simply state: "San Diego City College meets the requirements of this standard."

- d. Reflect the ACCJC rubric terminology when evaluating anything that has to do with 1) program review, 2) planning, 3) SLOs, and 4) Administrative Services.
6. Annual Report. P. White is coordinating this report which is due at the end of May.
7. Documentation. Jaime Estrada is compiling all of the documentation in an electronic form. He and Roberta will make appointments with Standard co-chairs during April and May to generate the electronic file. The electronic file will contain pdfs of documents that are not available electronically based on your hard copies. And, this file will be self-contained on the USB Drive of the report. We will capture the pages referenced in the self study and only include a lengthy document when absolutely necessary.
8. Institutional Assessment Committee. The committee identified the areas of the Faculty Appraisal Form which will meet the requirement of having SLOs included in the faculty evaluation process. Non classroom faculty appraisals will also be reviewed for how it meets this requirement.
9. Standard Reports. All co-chairs reported that their committees are continuing work on the draft revisions
10. Release Time. Peter White will notify the affected faculty the confirmation of the college's release time commitment for fall '09 via e-mail.

Remaining scheduled meetings for spring 2009

May 01, 2009

June 5, 2009 – Survey briefing (1)

June 12, 2009 – Survey briefing (2)