

# **Accreditation Steering Committee Meeting**

## **April 4, 2008**

### **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, Roberta Alexander, Ron Manzoni, Salley Deaton, Sandra Pesce, Xi Zhang, Gerald Ramey

- 1. Review and Corrections of Notes from February 1<sup>st</sup>, 2008 Meeting:** No corrections
- 2. District Coordination:** R. Alexander reported the there will be a district-wide meeting of Accreditation Liaison Officers and Faculty Co-chairs on April 24. The agenda will coordinate
  - a. Student and faculty/staff survey development and design
  - b. Plan for collection and organization (by standard) of all reports/studies and research that has been done since the last self-study, including posting the documents on a newly designed (in process) Research website
  - c. Review of all the data that has been provided for Program Review
  - d. Plan for gathering and reporting external data including service area demographics, Labor Market data, job placement data for career/tech programs
  - e. Process for coordinating data gathering from other district departments (HR, Budget, Board Office, etc)
  - f. Identifying documentation (evidence) of district-wide dialog on issues (i.e., ARCC)
  - g. Review and update of Delineation of Function document
  - h. Involvement of the Board in the Process
  - i. Addressing the evidence needs for Distance Education.
- 3. Accreditation Training Session:** P. White summarized key points of the training session – we are expected to have achieved 1) “Sustainable Continuous Quality Improvement” in Program Review; and 2) “Proficiency” in Student Learning Outcomes. Also, the ARCC report for last year and 07-08 is useful in measuring where we stand.
- 4. Compilation of Hard Copy and Electronic Library of Documents:** We want to set up a system for doing this. It is a little early at this time, however, some of these materials can be gathered from the District. An organized location for the self-study team to use will be needed.
- 5. Summer work:** Some of the standard co-chairs will continue to prepare for the fall.
- 6. Reports from Standard Co-chairs:**  
  
**Standard 1 (Institutional Mission and Effectiveness):**  
**Standard 2 (Student Learning Outcomes):**  
**Standard 3 (Resources):**  
**Standard 4 (Leadership and Governance):**