

Accreditation Steering Committee Meeting

September 5, 2008

Summary

Present: Berta Harris, Carol Dexheimer, Cathy Hasson, Gloria Lyon, Jaime Estrada, John Markley, Julie Barnes, June Cressy, Kathy McGinnis, Marilyn Harvey, Mary Benard, Peter White, Randy Barnes, Robert DeMartini, Roberta Alexander, Salley Deaton, Sandra Pesce, Xi Zhang
Absent: Bill Grimes, Lori Erreca

1. Introductions (new members)

Cathy Hasson, District Research Director; Gloria Lyon, new Standard III Co-Chair, and Robert De Martini, AS President.

2. Review and corrections of notes from May 2 meeting

No corrections

3. Standard Co-chair Reports

Standard I: Institutional Mission and Effectiveness

Standard I will meet on the 2nd & 4th Wed. at 3:30 in D102 every month. The first meeting was on 9/10. We discussed items on a "To Do List" that the MP&RO Council was responsible for making sure were completed for the next Accreditation Visit. During the summer the Co-Chairs completed their first draft of Standard I, including making a list of required documents for the Accreditation Visit. The draft needs editing before sending it out to the public.

Standard II: Student Learning Programs and Services

a) Student Learning Programs

IIA Committee did not meet this summer. Dates for fall semester have been set and communicated to committee (10/10, 10/24, 11/21 from 12:30pm to 2:00pm in B103/R103). We have listed information that we know we need from the district at this time. IAC Co-chairs have provided suggestions for SLO questions on Accreditation Survey that are important for Standard IIA self study.

b) Student Services

Members met collectively during the summer on June 27, July 11, and August 8. Additional meetings took place among smaller writing teams. The primary goal this summer was to develop a very rough draft of Standard IIB and to have it uploaded onto the Wiki site. The team is about half way there and is continuing with writing the first rough draft.

Meetings: Fall meetings are tentatively scheduled to take place the 4th Fridays of each month, with smaller writing team meetings taking place as needed.

c) Library and Learning Support Services

Committee did not convene over the summer, although chair did train IIB and IIA participants on the use of PBWiki and GoogleDocs for creating collaborative documents. IIC project wiki has been updated to reflect plan of action for collecting support data. LRC survey distributed to students in 2003 will need to be reviewed before reuse in this accreditation cycle. Committee meeting dates for this semester will be finalized shortly.

Standard III: Resources

Standard III did not meet during the summer. There is a change in leadership in the standard, however. Gloria Lyons will take over for Dotti Cordell to do the Human Resources portion of the Standard. Gloria has experience in this work because she was a co-chair for the last accreditation cycle. Kathy McGinnis will continue to head up Facilities Resources, and the next Vice President of Administrative Services will pick up the Financial Resources portion. Meetings are scheduled on Tuesdays at 1:00pm.

Standard IV: Leadership and Governance

The co-chairs of Standard IV met several times during the summer of '08. Following are the items they felt needed to be addressed by the district:

1. The way the surveys are administered
2. Questions 53,54,And 58 in the Staff Survey
3. Question 65 in the Faculty Survey

Campus concerns:

4. The Staff Guide —needs to be updated
5. The Online Student Handbook—needs to be updated

The meeting dates for Standard IV are the second Thursday of each month—9/11, 10/9, 11/13, and 12/11 at 2:30 in D-102.

4. Standard Co-chairs will send copies of their data, document and information requests for the district to Peter, Roberta and Greg by September 12. We will then organize and synthesize these requests to submit to Lynn Neault in preparation for the district meeting.
5. **District Survey Review.** The District Research Office has revised the surveys and combined the Faculty/Administration and Staff surveys into one. The new drafts will be presented at the district meeting (9/24/08) as well as suggestions for administering the surveys. We will request that the surveys include a space for open-ended comments. Our campus committee will have an opportunity to make further suggestions at our October or November meeting.
6. **Tasks for 08-09**
 - a. Descriptive summary 1st drafts due December 5, 2008

- b. Complete drafts due May, 2009.
- c. Planning agenda items should be identified by May, 2009
- d. Qualitative and quantitative data for Standard SLOs will be collected, tracked, and reflected in the self-study – ongoing.

7. Instructional Assessment Committee Report (Cordell, Harris)

The committee did not meet during the summer. There is still interest in acquiring software to manage the SLO progress of the campus, resources permitting.

8. Student membership in Standard Committees

Roberta and Peter will attend the September 22 AS meeting to explain the accreditation process and to recruit student participation in the standards.

9. Researcher update

The plan for organizing the work of our institutional researcher, Xi Zhang, has been evolving. Peter White is in the process of forming a City College Research Committee, and Xi will begin to work on campus at least one day a week. She is, however, involved in City College research projects even though she works at the district office.

10. Additional Agenda Items:

Customized Writing Templates (Peter White)

If any standard would like clerical assistance in setting up its working template for writing the self-study or the word document of the previous self-study, contact Peter.

Academic Freedom (Roberta Alexander)

The Chancellor has found the statements re: Academic Freedom district-wide are not satisfactory. She will propose a statement at the District Governance Council to be taken back to the campuses and discussed in shared governance bodies. Academic Freedom is part of Standard II.