

Accreditation Steering Committee Meeting
October 03, 2008
Summary

Present: Dottie Cordell, Jaime Estrada, John Markley, June Cressy, Kathy McGinnis, Lori Erreca, Marilyn Harvey, Peter White, Randy Barnes, Roberta Alexander, Salley Deaton, Sandra Pesce, Xi Zhang

Absent: Berta Harris, Gloria Lyon, Julie Barnes, Mary Benard, Robert DeMartini

1. **Review and corrections of notes from September 5 meeting** - no corrections
2. **District Accreditation Steering Committee Report**
 - a. **Survey Status (White)**
 - i. P. White reported on survey development work at the district. Highlights include a) making sure survey questions are directly attached to Accreditation Standards, b) shortening the surveys as much as possible, c) using language that students will understand, d) point of service surveys will be used, as necessary; e) P. White will follow-up on concerns of City students filling out surveys on other campuses, f) space for open-ended comments will be available.
 - ii. Timeline and administration of the surveys:
 1. Revision process completed by end of October 08
 2. Notification of faculty for random distribution completed in fall 08 semester
 3. Administration of surveys during spring 09 semester
 4. Compilation and distribution of results in spring or summer of 09
 5. Most of the writing can be done before survey results are received.
 6. Online surveys will be administered for online courses
 - iii. Campus survey subcommittee members: Roberta Alexander, Salley Deaton (Standard I); Julie Barnes (Standard II); Gloria Lyon (Standard III); John Markley (Standard IV), Peter White
 - b. **Learning Outcome Statements in College Catalogs (Alexander)** – We are expected to include Student Learning Outcomes for all programs and general education requirements in the 2009-10 catalog. This work will be followed up in Chairs’ Cabinet and the Academic Senate.
 - c. **Summary of available District Research Reports (handout)***
Reviewed the “Partial IRP Reports Corresponding to the Accreditation Standards”
handout.
 - d. **Information re: Accreditation teams’ areas of focus** – covered in item 3 of the agenda
3. **Accrediting Commission Timeline and Rubric***. A new letter from the Accrediting Commission (B. Beno) was discussed. According to this letter, we are supposed to be at
 - a. “Sustainable Continuous Quality Improvement” now in the areas of
 - i. Program Review and
 - ii. Planning.

b. By 2012, we are supposed to be at “Proficiency” in Student Learning Outcomes.

4. Standard Co-chair Reports

Standard I: Institutional Mission and Effectiveness

Standard 1 had two meetings-- 9/10 & 9/24/08

September 10 Meeting

The co-chairs conducted a review meeting for new members of MP&RO Council/Standard 1 Committee. The institutional planning process of planning, program review, assessment, budget development, and resource oversight were evaluated against Standard 1 and the accreditation themes—dialogue; student learning outcomes; institutional commitments; evaluation, planning, and improvement; organization; and institutional integrity. (This was completed during the last MP&RO Council, Spring 2008.)

A 12 point “To Do List” was compiled from the following audits:

- Identifying how the Mission Statement relates to all parts of the four accreditation standards,
- Comparing City’s review, planning, assessment, and resource allocation process to the accreditation themes, and
- Identifying which recommendations from the visiting team, and self evaluation agendas and task was the responsibility of the MP&RO Council.

Subcommittees were formed to:

- Develop a list of restricted funds to determine how three large reoccurring problems (library, campus technology, and expensive instructional equipment) might be funded,
- Develop criteria for adding/deleting programs,
- Listing the locations of the mission statement,
- Identify how SLOs could be integrated into the faculty evaluation process,
- Develop criteria for filling retired/resigned faculty positions,
- Form an institutional research committee, and
- Review the accreditation for program review and institutional planning.

September 24 Meeting

The first four subcommittees made plemenarty reports that will be further discussed at the next meeting.

Standard II: Student Learning Programs and Services

a) Student Learning Programs

Standard IIA met on September 26th from 12:30-2 in the 301 computer lab in the library for training on using the pbwiki and googledocs.

We discussed where to find evidence for IIA, using sample document pages from the last accreditation and by reviewing several of the sections and questions that come with each.

We played with the single Excel matrix we had developed and placed in the pbwiki and googledocs. We had entered the wording of each individual section, the names of the committee members working on that section and then added columns for past recommendations, focused midterm report, narration, self evaluation and documentation.

After playing with that document and seeing a version that Rafael was using for section IIB we decided to go with a word version of the last self study on individual wiki pages so each section authors could work only with their materials in a more easily readable format.

Berta will enter the text of the old self study and add the questions for each on individual wiki pages. Next meeting 10/10/08

b) Student Services

Our committee met Friday, September 26

Our teams are continuing to write and providing updates and request

SLOs and the significant role they will play in this particular study were addressed

Each team is in the progress stage of completing and adding the sections for the first draft.

Each team will have a rough draft done by our next meeting, October 24th.

c) Library and Learning Support Services

IIC narrative is currently under review and revision. Contact made with IIC groups at Mesa and Miramar to find out about LRC surveys at those campuses. A first glance at the City College campus student satisfaction survey solicited some IIC committee feedback for today's discussion by the steering committee.

Standard III: Resources

Standard 3 is reconfiguring it's leadership group due to Dotti's resignation from the standard and Dex's retirement. Gloria Lyon will come on board as the co-chair handling HR, Kathy, as co-chair, will oversee Physical, Rose Lamuraglia will oversee Tech, and Kathy will temporarily coordinate the Financial until Dex's replacement is hired. With the new responsibilities and the delays since last Spring the team membership has also changed. That will be solidified at our next meeting on October 7. Future reports will be much more substantive.

Standard IV: Leadership and Governance

The group discussed the coordination of our Standard IV report with reports from the other colleges and Continuing Education. Our report will focus on the issues faced by City College only, as well as City's relationship with the District, and may differ somewhat from Standard IV reports from the other colleges and Continuing Education. The four teams will probably meet jointly with the Board and chancellor for the sake of convenience; however, the groups will otherwise work independently. There was a brief discussion of the dynamics of multi-college districts and the interactions of individual colleges with the district office.

To facilitate development of the descriptive summary section of the report, John Markley proposed that the committee split into three groups. The groups are to focus on updating the descriptive summaries for the college, the president, and the Board/chancellor. Groups were formed as follows:

Next meeting: Thursday, October 9, 2:30 p.m., Room D102.

5. Instructional Assessment Committee Report (Cordell, Harris)

- Institutional Assessment Committee continues to work with the district to determine if an online assessment program can be purchased to assist in organizing the learning outcomes of departments and programs.
- Another area of focus for the committee this semester will be to assist departments in the incorporation of Learning Outcomes into the college catalog. Dotti and Berta are meeting with Mesa and Miramar reps and with Shelly Hess from District Instructional Services, on this work.
- Dotti recently attended the WASC I conference in Emeryville. It is clear that City College has accomplished much in outcomes initiatives. We have a pragmatic model and a

simply described means whereby to involve staff or faculty. Berta is currently attending the State Academic Senate conference on outcome assessment.

6. Student membership in Standard Committees

Next week Roberta will get lists of students who are interested in participating in standard committees and will distribute the names to co-chairs.

7. Research Committee update (White)

Guidelines and responsibilities for the Campus Research Committee are being circulated and will be reviewed by the Master Planning and Research Oversight Committee. It is proposed to have 3 administrative, 3 faculty, and 2 staff members. The first meeting will be toward the end of October.