

Accreditation Steering Committee Meeting
November 08, 2008
Final Summary

Present: Dotti Cordell, Jaime Estrada, John Markley, June Cressy, Kathy McGinnis, Lori Erreca, Marilyn Harvey, Peter White, Roberta Alexander, Salley Deaton, Sandra Pesce, Xi Zhang, Gloria Lyon, Mary Benard, Julie Barnes , Alisa Rowland

Absent: Berta Harris, Robert DeMartini, Randy Barnes

1. **Review and corrections of notes from October 3 meeting** - no corrections
2. **District Accreditation Steering Committee Report**
 - a. **Institutional Research Website** (Xi Zhang). On the Institutional Research Website, there is a link to Accreditation where we can find reports listed by Accreditation Standards. Reports are in PDF format. Links on reports can be copied for references. The most recent reports are 1) High School Pipeline Report, 2) Basic Skills Report, 3) Fact Book, and 4) the ARCC Report (Accountability Report for Community Colleges).
 - b. **Employee and Student Survey Status**
 - i. P. White reported that final surveys were drafted at the district on 11/6/08. City will administer the surveys in class; Miramar and Mesa chose to administer them on-line. Where the open-ended questions will be placed, and how many there will be, is still being considered.
 - ii. Pilot testing of the surveys
 1. Will take place online with a sample of students
 2. Members of the Self Study teams will take the employee survey
 - iii. City Campus Plan: A random sample of CRNs will be created, and a letter will be sent to all instructors who are in the sample to ask them to dedicate an hour in their spring schedule for students to fill out the surveys. This letter will come from the president or from the self study team. Online classes will have online surveys. SDSU (Math and English) sections will not be surveyed. Employee Surveys will be available hard-copy as well as online.
 - c. **Point of Service Surveys are being finalized on 11/7/08.** Institutional Research has identified core questions for point-of-service surveys, or satisfaction surveys. We don't have the opportunity to have more input on the district-wide satisfaction surveys at this point; we are not precluded, however, from administering surveys if there are questions that we need to have answered.
 - d. **Further information needs.** If you need information from the district, ask Peter to forward your requests. Be sure, however, that the answers are not already available on the Institutional Research Website or in Board Policies and Procedures which are available on the Intranet.
 - e. **SLO software status.** D. Cordell reported that Mesa and City will be making software choices soon. S. Deaton stated that the cost may be allocated through the MPROC.

- f. **Delineation of function map** – Identifies who does what between the district and campuses. It will be completed at the district level and distributed to committees.
 - g. **Self-study introductions.** The demographic information for the introductions will be supplied by Institutional Research. R. Alexander will write the introduction.
3. **Formatting for drafts.** Please list accreditation standard descriptors; after each descriptor, write your descriptive summaries. (The self-evaluations will come right after the descriptive summaries.) Drafts should be fragmented and will be redundant.
4. **Standard Reports**

Standard I: Institutional Mission and Effectiveness

10/8 Meeting

1. Reviewed and recommended minor changes to Employee Survey.
2. Reviewed a matrix identifying where survey questions relate to Standards I, II, III, and IV.
3. Discussed how the Research Committee will function.

10/22 Meeting

1. Reviewed the revised Employee Survey and made minor changes.
2. Continued discussion on developing criteria for adding and deleting a program.
3. Passed out draft of Standard I for review by committee.
4. Worked with Dottie to add SLO information to Standard I.

Standard II: Student Learning Programs and Services

a) Student Learning Programs

Standard IIA committee met on 10/24 we have two meeting times 8:30 and 12:30. Members choose the one that works for their schedule. We reviewed timeline for what we are trying to accomplish this semester. Developed a faculty survey at 12:30 meeting on student learning styles and will see if others have questions to add at next meetings (11/14 (optional check in) and 11/21). We need to rely on faculty/staff and student accreditation surveys for data and since they won't be given until next semester we have been focused on the Descriptive Summary and haven't gotten into the self evaluation. The use of technology which seemed like a good idea has required us to focus time on setting up and training on the use of the wiki pages for documentation rather than getting into as much dialog as we hoped for up to this point. We have an evidence file that we are gradually adding documents to.

b) Student Services

Co-Chairs Marilyn and Julie are meeting with each of the small writing teams within Standard IIB to assist them with finalizing their respective drafts by the December due date. Wiki training is also being provided, as needed, to ensure that the drafts are uploaded on to the system.

c) Library and Learning Support Services

In early October, representatives from three learning support services departments were interviewed for supporting evidence of those areas for the Standard IIC narrative. On 10/23/08, the Standard IIC committee met to discuss the current state of the narrative draft. Point of service surveys and the LRC's student learning outcome survey were discussed as further sources of evidence. On 11/06/08, the Library Advisory Group (LAG) committee, comprised of librarians from all three district libraries, discussed the district's point of service survey instrument for the library as there were concerns that it did not speak to the accreditation standards for IIC.

Standard III: Resources

Work is progressing well for Standard III

Standard IV: Leadership and Governance

The standard 4 accreditation committee met on October 9, 2008. Present were Randy Barnes, June Cressy, Steve Ford, Sylvia Leon, John Markley, Linda Ocen-Odoga, Gail Rodriguez, Kim Shafer, and Carolyn Thomas.

John Markley and Randy Barnes reported on the last meeting of the Steering Committee and gave an update on accreditation timelines and development of student and faculty/staff surveys. The committee members then broke into their three working groups and began work on updating the descriptive summaries. John and Randy will use this to develop a draft descriptive summary that will be reviewed at the November meeting.

The group discussed the fact that the current format (multiple subcategories grouped into a single response) might be difficult to read in an online version. Since the visiting team will likely read our report in an electronic format, we agreed that it would be easier to read if each subcategory were followed by the response to that subcategory.

Next meeting: Thursday, November 13, 2:30 p.m., Room D102.

City College Accreditation website: <http://www.sdcity.edu/accreditation/default.asp>

Materials are online at: <http://www.sdcity.edu/accreditation/links.asp>

5. **Institutional Assessment Committee Report.** D. Cordell is working on getting SLO's in the catalog and the SLO software purchase.
6. **Intranet Access.** An alphabetical index of all District Policies and Procedures can be accessed via the intranet by typing the letters "hr" on your browser address bar from any campus or district computer. Click on Administrative Services, District Policies and Procedures
7. **Spring meeting schedule will continue to be the first Friday of every month**
 - February 06, 2009
 - March 06, 2009
 - April 03, 2009
 - May 01, 2009

Next meeting- December 5: DRAFTS ARE DUE. Electronic file and hard copy