

Accreditation Steering Committee Meeting
December 5th, 2008
Summary

Present: Berta Harris, Dotti Cordell, Gloria Lyon, Jaime Estrada, John Markley, Julie Barnes, Kathy McGinnis, Lori Erreca, Peter White, Randy Barnes, Roberta Alexander, Salley Deaton, Sandra Pesce, Xi Zhang

Absent: June Cressy, Marilyn Harvey, Mary Benard, Robert DeMartini

1. **Review notes** – no corrections to notes for 11/7/08 meeting
2. **Collection of Descriptive Summary Drafts**
 - a. Standard I – delivered electronically
 - b. Standard II A – to come, being converted to Microsoft Word
 - c. Standard II B - to come, being converted to Microsoft Word
 - d. Standard II C – delivered electronically
 - e. Standard III – hard copy delivered
 - f. Standard IV – hard copy delivered

DISCUSSION

- ✓ Please keep copies of all of the documentation used to support your descriptive summary statements. Peter will accept and keep them on file in his office.
 - ✓ Please indicate the document you are referring to or that supports any statements of fact in the text (or sidebar) of your drafts
 - ✓ The Standard subcommittees are responsible for insuring that all information in the draft is accurate. Subcommittee team members must understand that everything they write must be supported with appropriate and current documentation
 - ✓ Address each accreditation point individually and separately, unless two points have the same answer, then list them together.
 - ✓ Updated timeline for the self-study and guidelines for writing the next draft will be presented at the February meeting. Broadly speaking, final drafts including self-evaluation and planning agendas are due in May/June, 2009. Final revisions will be made in fall 2009.
 - ✓ The self-study will be based on the 09-10 catalog.
3. **Report from District Steering Committee 11/07/08 meeting**
 - a. **Fac/Staff and Student Satisfaction Surveys* and timeline (P. White);** the surveys will be placed in your boxes. The timeline will be finalized at the district meeting. The student satisfaction survey should take approximately 50 minutes to complete, including explanations, administrative instructions, collecting the surveys, etc. The CRNs of classes to be surveyed will be given to the president and he will send a request to the instructors of those sections.
 - b. **Point of service surveys and timeline (P. White)**
The timeline will be finalized at the district meeting

- c. **LRC Survey (S. Pesce)** - The librarians from the 3 college campuses have developed a draft LRC Usage survey; it was distributed and discussed
 - d. **Further information needs from district (P. White)** - Please submit requests for additional information from the district to Peter. He will follow-up on questions already submitted that have not yet been answered
 - e. **SLO software status (D. Cordell)**; the college software committee is continuing to learn about the software options for monitoring SLOs.
 - f. **Catalogue Student Learning Outcomes (B. Harris, D. Cordell)** The committee discussed the status of developing General Education and program level SLOs to be placed in the 09-10 catalogue. Department chairs have been tasked to develop the program level SLOs, and departments that offer G.E. courses are working together to develop G.E. SLOs. There is discussion of having the G.E. SLOs be the same for the 3 campuses; however, this is not a concern of the Accreditation Commission. It is the consensus of our committee to proceed at City, and to recognize that there may not be enough time to have the 3 colleges completely in alignment for the 09-10 catalog.
- 4. Standard Reports**
All standards have been working hard to get the draft descriptive summaries completed. The overarching concern of Standard IIA is whether we will be close enough to “proficient” by fall of 2010.
- 5. Institutional Assessment Committee Report (D. Cordell, B. Harris)** – The principal concern of this committee is to be able to document the work done on campus re: SLOs, especially if software is not purchased for this task.
- 6. Additional Items** - Roberta and Peter will e-mail the committee as information comes forward re: timelines and guidelines for writing the drafts.

Scheduled meetings for spring 2009

February 06, 2009

March 06, 2009

April 03, 2009

May 01, 2009