

Accreditation Steering Committee Meeting

May 01, 2009

Approved Summary

Present: Berta Harris, Gloria Lyon, Jaime Estrada, Jerry Davis, John Markley, Julie Barnes, June Cressy, Kathy McGinnis, Lori Erreca, Mary Benard, Peter White, Randy Barnes, Roberta Alexander, Rose LaMuraglia, Salley Deaton, Sandra Pesce, Xi Zhang

1. Review notes for 3/6/09 and 4/3/09 meeting – Notes will be sent to Committee members via e-mail for review and corrections. A correction was made to the 3/6 meeting for the Research Update. It should read: “Forty classes were randomly selected. Twenty one instructors have responded.”
2. Research Update. Xi Zhang reported that
 - a. Employee and Student Survey reports are being drafted and reviewed.
 - b. The City College briefings, currently scheduled for 6/5 and 6/12, will be rescheduled so they fall on a Thursday. Peter White will follow up.
 - c. Xi will proceed with scheduling “content analysis” training for interpreting open-ended comments on the student and employee opinion surveys.
 - d. The City College Research Committee Agenda is under review and will be finalized this month.
 - e. Work proceeds with Basic Skills, and Title V Research.
 - f. A faculty survey is being constructed regarding Institutional Technology.
3. Report from District Steering Committee – March 27 meeting. R. Alexander reported that
 - a. The idea of aligning SLOs at the course level was discussed at the District Steering Committee. Our committee recommends against following up on this idea since campuses were encouraged to develop SLOs independently and each campus has developed its own campus-wide and program-level SLOs.
 - b. The Standard IV presentation to the board was reviewed.
 - c. Questions for Standard IIIA meeting with Human Resources were reviewed.
4. Self Evaluations and Planning Agenda Items. Standard subcommittees are continuing their work and will present the self evaluation and planning agenda items in the fall.
5. Documentation.
 - a. When in doubt, we recommend that you include more documentation rather than less.
 - b. In some cases as in the Financials, there will be exceptions to having all the digital documentation in the report because some reports are just too long.
 - c. 08-09 data will be available by the end of the semester; however, the Fact Books for 08-09 will be compiled in the fall.
 - d. We will use the 08-09 catalogue for the self-study.
 - e. We will attempt to use the most recent data, however, on occasion, there will be data from different years.

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- f. When deemed necessary, we will update the data during the final preparation of the manuscript.
6. Electronic documentation procedure. Jaime Estrada made a presentation on how the electronic documentation will look, based on Standard IV's report. Meetings will be scheduled during the summer for Jaime and Roberta to meet with standard co-chairs and compile the documentation. Co-chairs were asked to make a list of master documents that they will be using which are not yet on the master documents list passed out at the meeting.
7. Institutional Assessment Committee. The committee is continuing to develop templates for tracking SLOs on the Task Stream software.
8. Standard Reports. All standards are continuing to work on their complete drafts.
9. Standard IV Meeting with the Board of Trustees. John Markley reported that the meeting went well and that the board answered all questions satisfactorily.
10. Standard III Questions for H.R. Roberta Alexander and Gloria Lyon reported that the meeting with Human Resources will take place on May 9. There are several prepared questions which will include the ethics statement, faculty oversight of the establishment of equivalencies for minimal qualifications, and the revision of faculty evaluation instrument (changing "testing and measurement" to "assessment").
11. Open forums. The open forums will be held on Wednesday, August 19 in the morning and evening. In addition, there will be a presentation at the classified convocation in the summer and a special forum will be held for classified staff at a convenient time in September. The self study will be posted on the Web page for feedback during the Fall '09 semester.

Remaining scheduled meetings for spring 2009. NOTICE THE CHANGE OF DATES

June 4, 2009 in D-102, 12:00-2:00 – Survey briefing (1)

June 11, 2009 in D-102, 12:00-2:00 – Survey briefing (2)