

Accreditation Steering Committee Chair

Alice Taylor

ALO, Co-Chair

Bob Sprague

Academic Senate

Adrienne Foster

Administrative Services

Ken Takeda

AFT Faculty Guild

Olga Shewfelt

AFT Staff Guild

Joann Haywood

Facilities

Allan Hansen

Research and Planning

Rebecca Tillberg

Student Services

Phyllis Braxton

President

Nabil Abu-Ghazaleh

Workgroup leaders

Recommendations 1 & 2

Rebecca Tillberg

Recommendations 3 & 4

Mary-Jo Apigo
Luis Cordova

Recommendation 5

Ara Aguiar

Recommendation 6

Kathy Walton
Ken Lin

Recommendation 7

Ken Takeda

2006 Recommendation 13

Adrienne Foster
Olga Shewfelt

Minutes

July 28, 2014

Members Present: Mary-Jo Apigo, Ara Aguiar, Phyllis Braxton, Bob Sprague, Rebecca Tillberg, Ken Lin. Alice Taylor (chairing)

I. Minutes of June 9 were approved.

II. Review of draft Midterm Report

The committee was concerned about whether a visiting team would find the thematic approach to the recommendations useful, and concurred with Mary-Jo Apigo's suggestion that the introduction be expanded into a fuller summary with a brief, narrow response to each recommendation, with references to a fuller discussion in the thematically-arranged body of the report. Hyperlinks from summary to the fuller discussion might be helpful.

Bob Sprague reported that Harbor is planning to have their Midterm report lead into the Self-Evaluation by developing a broad response to each Recommendation.

Discussion focused on Recs. 5 and 6. Alice Taylor noted suggestions for a new draft, and Ara Aguiar (5) and Ken Lin (6) agreed to follow them up.

III. Flex Day

The committee noted that Flex Day (Aug. 28, 2014) needs to present the draft Midterm to the college, but also launch the process for the 2016 Self-Evaluation. Apigo reported that the Academic Senate Exec is planning a full Flex Week, culminating in the Flex Day that wraps up what came earlier in the week.

The conversation turned to the organization of the Self-Evaluation.

Sprague suggested that standing committees might undertake to serve as Standards Committees, noting the close match between Standard III and the Budget and Facilities Committees.

Rebecca Tillberg expressed reservations about the PIE Committee being able to do any writing.

Taylor suggested that while some Standards Committees might have significant overlap with standing committees, we could still call them separate committees. In response to Phyllis Braxton's question, she noted that the college has had Standards Committees for past Self-Studies.

Apigo stressed the importance of each committee understanding the role it plays in accreditation—taking responsibility for college adherence to

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standards; documenting work and providing evidence; and telling the story of how the college works.

Taylor referred to the Excel spreadsheet that breaks the standards down into small components and aligns each with one or more committees. Once the sheet is completed, it will be possible to sort it by committee as well as by standard, and it will be a tool for educating the committees on their roles.

IV. Next steps

Taylor will continue emailing committee chairs about missing minutes as she encounters them.

All the workgroup leaders should have responded to the current draft by Aug. 4, so that Taylor can revise it and send it out on Aug. 8 for discussion at our Aug. 11 meeting.

Since the scheduled Aug. 25 meeting will conflict with Flex Week, the committee agreed to move the final meeting before the release of the draft to Aug. 21.

Workgroup leaders

Recommendations 1 & 2

Rebecca Tillberg

Recommendations 3 & 4

Mary-Jo Apigo
Luis Cordova

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