Approved Minutes
Tuesday, May 17, 2011
1:00 pm - Winlock Lounge

Attending: Celena Alcala for Betsy Regalado, Adrienne Foster, Allan Hansen, Fran Leonard, John Oester, Robert Sprague, Rebecca Tillberg

Guests: Ken Lin, Lorraine Patriarca, Yvonne Simone

Fran called the meeting to order at 1 p.m.

A. Updates from each Standard – from co-chairs

Standard I – Institutional Mission and Effectiveness - Rebecca Tillberg reported that Standard I met all day last Friday, May 13th to work on Standard I. A marked-up working document was distributed to the committee. They are planning on meeting weekly rather than an entire day. Rebecca took models from other self-study reports from other colleges to refer to. Fran reported that they should make sure the responses are geared to the standard or sub-standard. Student Learning Outcomes need to be integrated into the Standard I report. The language should be concise without being excessive.

1. Communication – self-reflective dialogue
2. Focus on student learning and its outcomes
3. Assessing what we do as part of the continuous cycle of improvement

Fran stated all college committees are filling out the self-evaluation for Committee Effectiveness template from Gary Colombo and the District Planning Committee that she sent out May 10 to all Chairs and Co-Chairs of all College wide committees. College Council will review at their next meeting on Thursday, June 2nd.

Campus Climate Survey – Rebecca Tillberg reported on responses from the college as a whole. There are still departments who need to complete the survey. Regarding the phrase, “the college meets the standard,” Fran will check with Deborah Kaye and get back to the committee members.

Standard II – Instructional Programs – Bob Sprague has been working on Saturdays in Academic Affairs with individuals who have specific responsibility for this report in Academic Affairs. They have been setting up the framework or content that has to be written or is already written. Academic Affairs has expanded greatly from the time Paul Stansbury was Vice President of Academic Affairs when there were only two deans and now there are seven deans with an additional two more deans to be hired in Academic Affairs. Seven subsets of responses have been created of which the
content will be tucked in under those seven organizational headings. Alice Taylor will review this.

Standard II.B. - Student Learning Programs and Services– Celena Alcala, Dean of Student Services reported on behalf of Vice President Betsy Regalado of Student Services. The semi-final version of Standard II.B. has been edited numerous times and the semi-final version vetted with dept. heads of Student Services except for Standard II.B.4. On May 12th Alice Taylor forwarded Betsy her changes for the aforementioned standards. She made extensive changes and relocated information within the standard. On May 13th Standard II.B.3.d was emailed to Alice Taylor for review and editing. On May 27 the writing team will be meeting for an all-day retreat to review Alice Taylor’s comments, to work toward finalizing the standards and to begin writing Standard II.B.4.

Standard IV. Leadership and Governance – Adrienne Foster will target a date to complete their report and they hope to have the report finished at some point in June.

B. New ACCJC Manual - Rebecca Tillberg reported that the new ACCJC Manual is out which has editing tips for writing the self-study draft.

C. Action Plan for this summer – the committee discussed the ways in which portions of the self-study report could be presented to faculty on Flex Day on Thursday, August 25, 2011.

Standard II.C. Library and Learning Support Services - Ken Lin reported that Ken Lee is editing their report with Alice Taylor.

Standard III.D – John Oester – Financial – operations standpoint –John reported that much progress has been made on the draft.

Standard III.D. Resources - Allan Hansen reported that he gave this draft report to Lorraine Patriarca for filling in data. Allan will take rest of the data and enter into the report. Dr. Joyce wants Standard III.D. to report in the draft the complications they experienced with the bond money. This will be written at the very end of Standard III.B. A new type of software to be used for accreditation purposes, document storage and for instructors will be installed with the assistance of Ken Lin and Nick Dang.

Standard IV. – Adrienne Foster reported that this draft should be completed sometime in June.

There was discussion of how the final self-study report will be sent out to the college campus. The report could be posted on the accreditation website in pdf file format. A portion of the self-study report could be presented at a Focus Group on Flex Day for faculty which is Thursday, August 25th. The report could be downloaded onto inexpensive flash drives and distributed to the faculty and staff or they could go online to locate the self-study on the college website.
Teams of staff could visit different parts of the campus and distribute the report where multiple layers of contact will make an impact. Michelle Long-Coffee could create a section in WestWeek where news on accreditation could be found. A video could be shown in the Fine Arts Theater. Faculty and staff should be aware of what accreditation is and the process so when the accreditation team visits next year they will be comfortable responding to their questions.

A discussion followed of holding a Flex Day for Classified Staff. A possible date for Classified Flex Day could be the last Friday before students return to register which is Friday, August 19.

The next meeting will be held Tuesday, June 21st at 1 pm in the PCR.