



Accreditation Steering Committee Meeting
DRAFT minutes
Thursday, October 16, 2008
11:30 am, PCR

Participating: Judy Chow, Joann Haywood, Lawrence Jarmon, Sheila Jeter-Williams, Ken Lee, Fran Leonard, Betsy Regalado, Curt Riesberg, Yvonne Simone

Noticed absences: John Oester, Mark Rocha, Bob Sprague, Rebecca Tillberg

- I. The meeting was called to order at 11:10 am.
- II. The minutes of the Sept. 19th meeting were approved.
- III. With a short timeline for the Focused Midterm Report (a draft is to go to the College Council on Nov. 6th and to the Academic Senate on Nov. 11th, Fran asked Betsy to explain the process the committee for Recommendation 6 followed to draft its response.
 - A. Betsy proceeded to describe the "homework" the committee engaged in first, that is, reading the appropriate sections of the 2006 Self Study as well as subsequent Progress Reports and the evaluation from the Commission of the 2007 Progress Report. Yvonne also pointed out the importance of noting the planning agendas from the self study. Betsy then shared copies of the draft response, including the specific wording of Recommendation 6.
 - B. Other important tips for those writing responses:
 1. Keep a folder of evidence over time to keep track of progress being made as measured by accomplishments that address specific recommendations.
 2. Betsy recommends a small group of writers/composers, rather than by a large committee. A lead person needs to identify what information is needed, whom to ask for this information and to set a deadline for the information to be submitted. What works well is drafting a response, distributing it for review and feedback from those involved.
 3. The importance of cross-referencing previous reports as well as drafts addressing current recommendations for consistency, accuracy and context.
 - C. Fran provided a proofreading sheet for everyone to refer to when writing.
- IV. The committee then looked at other recommendations.
 - A. New Recommendation 1 on college plans and their sustainability - Fran drafted a response, which she emailed to the 3 VPs for their review/input. Betsy provided revisions. More plans need to be included.
 - B. Fran reported that John Oester has drafted responses to both Recommendation 3: Budget Plan and Recommendation 11: Financial Stability. He's shared the draft for review and input.
 - C. Judy and Ken will work with Bonnie Blustein, a Senate appointee, on Rec. 7: Library Resources. Ken mentioned the meanings of the word "resources," and Fran suggested they consider ways to address the scarcity of resources available, including possible other sources of funding, including grants.

Ken mentioned that East LA College had applied for and won a grant. They plan to deliver a draft response to Fran in two weeks, Oct. 30th.

- D. Rec. 8: Staffing Plan - no draft yet.
 - E. Recs. 1 & 13: Campus Climate and Governance- Fran as CC Chair is responsible for this. A campus climate survey is being fine-tuned with Rebecca Tillberg's help, to be administered around the first week of November.
 - F. Rec. 9: Employee Evaluations - Rod, former co-chair of this recommendation, will speak with Bob Sprague about drafting this response.
 - G. Rec 10: Technology Planning is under the purview of the recently charged and formed Technology Master Plan Committee
 - H. Rec. 12: Enrollment Management will be written by the chair of this Committee, Dr. Rocha.
- V. Since the Accreditation Steering Committee does not meet again until Nov. 20th, Fran will meet with individual recommendations' groups to assist them with the written responses.

Future Meetings: Nov 20, Dec 18, Jan 15, Feb 19 - 11:30 a.m., PCR