

Accreditation Steering Committee  
 October 4, 2011  
 3:30 p.m. – 5:00 p.m.  
 Levinson 40  
Draft Agenda

- 1) Review and approve minutes—pending
- 2) Report on action items
  - Collegewide Committee Reports will be located on SharePoint—Kate
  - BC Accreditation Report to Board of Trustees—Nan and Kate
  - Survey and focus groups update—Becky and Bonnie
- 3) **SEC update**—Becky and Bonnie
- 4) **Integrated Program Review**—subgroup report (Diana, Sue, Klint, and Billy)
- 5) **Planning:**  
 Integrated Collegewide Planning is on the agendas for both Academic Senate (Wednesday) and College Council (Friday).

***\*\*What is the best way to approach this discussion? What are our goals?\****

I have included Rene’s questions from our last meeting, the original notes below, and the relevant Recommendations at the end of the agenda.

From Rene’s email:

I propose that we ask our college president, College Council, Academic Senate, and the Budget Committee, four questions:

- 1) What is “integrated college-wide planning?”
- 2) What data/reports inform this process?
- 3) What role do you have in this process?
- 4) Is your role accurately represented in the Decision Making Document?

Through their responses we should be able to determine whether there is a consistent understanding of “integrated planning” and whether the different constituencies are clear about their roles in the process. We should also be clearer on how to communicate this to the entire college community.

Is our college planning integrated? Do we evaluate it?

I did a word search in the Decision Making Document for “planning.” It revealed 3 different descriptions of the role of College Council. CC will be reviewing them at its next meeting. (Attached with the September agenda email.)

Ann’s request:

Problem-solving request: After the accreditation focus, I'd like ASC to help decide the best way to evaluate the planning processes. See the Planning

Processes Timeline entries for April and May. This is part of Recommendation 1 from the previous self-study. Thus far, we have not evaluated the major planning processes in a systematic way.

Kate's notes:

This is how I worded it in reports to Academic Senate and College Council:

This year, in response to request from I.B. subcommittee and Ann Morgan (IRP):

- a. How do we evaluate college planning efforts?
- b. First, what are they? College Council, DMD, goals process, Budget decision-making criteria, APR, and ?
- c. How are they linked?
- d. Have we documented their effectiveness?
- e. If not, develop process and timeline.

6) **Communication from ACCJC:** Policies and Procedures for the Evaluation of Institutions in Multi-College/Multi-Unit Districts or Systems (rev. June 2011). Discuss (handout at last meeting)

7) **Additional items?**

8) Adjourn - Next Meeting: Tuesday, October 11, 2011, 3:30 p.m. – 5:00 p.m. Levinson 40

### **RECOMMENDATION 1**

In order to meet the standard and fully implement the planning processes that the college has put into place, the team recommends that the college provide training on the various planning processes, including use of data in unit planning and program review, and set an implementation timeline that ensures completion of a full cycle of planning and broad-based evaluation (**Standards I.B.6 and I.B.7**).

### **RECOMMENDATION 3**

In order to meet the standard and ensure a coordinated and integrated approach to achieving the goals and priorities adopted by the governing board, the team recommends the district Strategic Plan be used to direct the college's strategic focus and Educational Master Plan (**Standard II.A, II.B and II.C**).

### **RECOMMENDATION 4**

In order to meet the standards, the team recommends the college develop and articulate an institutional strategic planning framework with links between campus planning, assessment, program review, curriculum and budget processes. In addition, the college should develop a system to provide information on programs, finances and these processes on a continuous basis to planning participants (**Standard II.A, II.B, II.B.1, II.B.3, II.C, II.C.1.c and III.D**).