

Accreditation Steering Committee (ASC)  
Unapproved Minutes  
November 15, 2011  
3:30 p.m. - 5:00 p.m.  
Collins Conference Center

Attendees: Joyce Ester, Nan Gomez-Heitzeberg (co-chair), Becky Mooney, Ann Morgan, Kate Pluta (co-chair), Kirk Russell, LaMont Schiers, Rachel Vickrey, Sue Granger-Dickson, Bonnie Suderman

Absentees: Klint Rigby, Hamid Eydgahi, Diana Kelly, D. Romo (SGA) Renee Trujillo, Bernadette Towns, and Billy Barnes

## 1. Review and approve minutes

- Minutes have been review and corrected for the previous meetings; in the process of approval.

## 2. Second College wide Committee report due December 1<sup>st</sup> (see handout)

Kate Pluta asked about the status on each of the six goals listed on the college wide committee winter report. On the first goal, Ann Morgan stated we won't know a completion date for making accreditation ongoing due to self evaluation study till next year. Rebecca Mooney is starting to get more feedback of campus awareness of the accreditation process. LaMont Schiers stated in his department, his staff is participating in the accreditation process.

The second goal asked for keeping the accreditation preparation process progressing. Rebecca Mooney and Bonnie Suderman both serve as co-chairs on the SEC and keep the dialog open with ASC.

The third goal asked to devise ways to engage the campus community as a whole in the accreditation process and document on a regular basis. Nan Gomez-Heitzeberg stated that we should assess the reports and make necessary changes as they come up. Sue Granger-Dickson suggested that a simple survey in February to see what students and staff know and understand about the accreditation process. The fourth goal asked for review and evaluation of the college committee report process. Kirk asked whether or not ASC should be charged with this task? Kate Pluta stated only the process. Kate also suggested that the co-chairs who attend the SEC meeting in December can get feedback and bring back to ASC for the January 17<sup>th</sup> meeting to debrief. The fifth goal is to support the PRC in its implementation and assessment of the Annual Program Review process. Kate Pluta stated that the group has not done anything on this as of yet. Kate Pluta went on to address the attendance issue with several committees. Nan Gomez-Heitzeberg will follow-up with President Chamberlain and Kate Pluta will follow up with Corny Rodriguez and Jennifer Marden in Academic Senate to make sure those who are appointed are participating and contributing the necessary feedback. The sixth and final goal for this report calls for determination of campus wide issues that need further action for problem-solving now and in accreditation self evaluation. Kate Pluta pointed out examples of issues at previous meetings.

### **3. SEC Update (see handout)**

Rebecca Mooney and Bonnie Suderman covered their SEC report from the November 15<sup>th</sup> meeting. Bonnie Suderman has some concerns on the HR recommendation under 3A 1c addressing the evaluation and assessments of faculty and the lack of contract wording to address SLOs'. Bonnie suggested that there be more training and to discuss with deans and faculty chairs.

**Action:** Nan suggested sending out email addressing these topics with the deans and chairs.

**Update:** At the EVPA Meeting November 22<sup>nd</sup>, EVP Gomez-Heitzeberg addressed the concerns about the assessment process and addressing SLOs.

Bonnie and Rebecca are doing the responses to the 14 Recommendations as well as worked out where to put a discussion of the rubrics and old planning agendas. The remainder report was read by Rebecca Mooney.

### **4. Actionable Improvement Plans (AIP)- see handout**

AIP items included I.B, II.A, II.C, III.A and III.B. In the decision making document it was stated that communication needs to be improved. Stephen Eaton had completed a diagram on strategic planning for a workshop through ACCJC in September at College of the Canyons that a few ASC members attended. Nan Gomez-Heitzeberg also completed one at the Student Success Conference in October that can serve as models for an integrated planning cycle. David Koeth in the Art department will put together a diagram of the process and include in the report.

Kate Pluta like the structure of how San Diego City College the key people on each level of responsibility. Kirk Russell suggested a timeline would help. Kate agreed. Rebecca Mooney will consult with her group and Nick Strobel; who has helped her team greatly, to get the who, what , when and why on a timeline.

Nancy Guidry is working on the II.C AIP for the Library and Learning Support for the programs and services that have been cut due to budget restraints. Kirk Russell will work with Nancy on this. III.A- need more information on this recommendation for the HR department and how policy adhesion is taking place. As for III.B- Phil Whitney has been working on this with M&O about the improvement to campus grounds. LaMont has addressed this issue as a district wide concern.

### **5. Review Timeline for finalizing Self Evaluation Study**

*See today's agenda*

### **6. ASC reads Self Evaluation Draft- timeline**

The ASC did not have time to cover. Tabled till next Tuesday's meeting.

### **7. Self Evaluation writing request- Ann**

Since section I.B.6. Received recommendations, Ann Morgan would like to review the standards and questions listed on the agenda for today's meeting. **(See agenda)**

*The following agenda items were not address due to time and have been tabled for a future meeting:*

8. Accreditation Liaison Officer (ALO) training report- Nan
  9. Communication from ACCJC (see attachments)
  10. Integrated Program Review implementation
  11. Update on Program Review implementation
- Question about results for the Survey Monkey in APR?
12. ASC will need to evaluate Self Evaluation process

Adjourned- Next Meeting: Tuesday, November 29, 2011  
3:30 p.m. - 5:00 p.m.  
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