

Accreditation Steering Committee
Unapproved Meeting Summary
September 17, 2013
3:30 p.m. – 5:00 p.m.
Levinson 40

Attendees: Kate Pluta (co-chair), Nan Gomez-Heitzeberg (co-chair), Lisa Fitzgerald, Andrea Garrison, Sue Granger-Dickson, Odella Johnson, Jennifer Marden, Shannon Musser, Kimberly Nickell, Kirk Russell, Bonnie Suderman, Rachel Vickrey.

Absent: Todd Coston

Note taker: Sue Granger-Dickson

1. **Program Review Liaison Report** – Kim reported that committee assignments for the first and second reading of the APR's are set: September 16 is the first reading; September 23 the reports must be to the supervising Dean or administrator.
2. **Follow Up Report** – Bonnie reported that the follow-up report was sent electronically to the KCCD Board on Thursday, September 12 and it was sent electronically to the KCCD on September 16. She is currently developing a brochure for the visit and will present a draft to College Council soon. Nan reported that the visit could be October 28 or 29, but there is no official date as of yet.
3. **ASC's Role 2013-14** – Kate reported that she talked with Greg Chamberlain about ASC's original charge regarding evidence collection and his recollection was that the charge related to evidence collection and review for the self-study. Sue states that Kathy Rosellini's recollection was similar. There was discussion about what College Council's function is and what our function is. There appears to be some overlap but Kate stated that this could be a movement towards college integration.
 - a. Charge #1 – amended as follows, "Ensure accreditation is an on-going process by guiding preparation of the self-evaluation, midterm reports, and follow-up reports".
 - b. Charge #2 – after discussion it was decided to delete this part of the charge as this may now be the charge of College Council. After discussion we decided to add the "collection of evidence" to Charge #6.
 - c. Charge #3 – deleted as that is the responsibility of all college committees.
 - d. Charge #4 (timelines and meeting schedules) this charge is now unnecessary and we decided to delete it.
 - e. Charge #5 (**NEW Charge #2**- tracking AIPs) – After much discussion on our role vs. the role of College Council, we decided to change the meaning of the charge to one of oversight and accountability and added this to our committees goals (#5). The revision will be, "Create a structure and process to review and monitor progress on Actionable Improvement Plans and accreditation recommendations". The overlap of our function

and that of College Council is a positive one and shows that we are moving towards the integration of our processes.

- f. Charge #6 (**NEW Charge #3** - engaging campus community in accreditation process) – After discussion it was decided that we would add “collection of evidence” from the former Charge #2 which we deleted.
 - g. Charge #7 (**NEW Charge #4** - recruiting members to accreditation process) is on-going and it was not changed.
- 4. Committee Goals-** We continued our discussion of ASC’s goals that were developed at our last meeting. We developed work and action plans for each item. Our finalized goals for ASC are as follows:
- a. We currently do not have a goal for College Goal #1: Student Success.
 - b. College Goal #2: Professional development. Committee Goal: Create workshop or presentation on the accreditation process and the new ACCJC accreditation standards. Committee Goal: Establish framework for college community to discuss ACCJC report and college response.
 - c. College Goal 3#: Communication. Committee Goal: Create brochure for Follow-Up report and visit. Committee Goal: Continue to keep college community in the accreditation loop.
 - d. College Goal #4: Facilities, Infrastructure, and technology. We currently do not have a committee goal for this college goal.
 - e. College Goal #5: Oversight and Accountability. Committee Goal: Create a structure and process to review and monitor progress on Actionable Improvement Plans and accreditation recommendations.
 - f. College Goal #6: Integration. Committee Goal: Evaluate Self-Evaluation and Follow-Up Report processes. Committee Goal (repetition of Accountability and Oversight goal): Create a structure and process to review and monitor progress on Actionable Improvement Plans and accreditation recommendations.
- 5. Evaluating Our Process for Preparing the Self Evaluation and Follow-Up Reports –** Lisa Fitzgerald discussed draft 4 of the Evaluation of the Self-Study. The committee discussed the pros and cons of each item and we decided to keep “what worked well,” “what didn’t work,” and “what would you change.” It was decided that the survey would be sent out after the Follow-Up visit during the week of November 4 with a reminder to complete the survey on Tuesday, November 12 or 13 as Monday, November 11 is a holiday. We want to make sure that all people interviewed by the visiting team get a copy of the survey. Kate requested that the analysis of the survey results be completed by Spring 2014.
- 6. Follow-Up Report-** The committee briefly discussed how we are going to recognize the work done on the Follow-Up report. This will be added to the agenda for the next meeting.

Action item: Kate will revise the charge based upon our discussions and will send it out to the committee for approval.

Action item: Kate will revise the committee goals, action plans and timeline based upon our discussions and send it out to the committee for approval.

Action item: Lisa will check the District calendar for the closing date for the survey, possibly giving those involved a two week window with one reminder email. This process usually results in a good survey response.

Meeting adjourned at 5:00 p.m.

Next meeting October 1, 2013, 3:30-5:00