Accreditation Steering Committee Meeting Notes
March 11, 2014

Present: Andrea Garrison, Shannon Musser, Kirk Russell, Bonnie Suderman, Rachel Vickrey, Lisa Fitzgerald, Nan Gomez-Heitzeberg

Note Taker: Shannon Musser

Today's meeting focused on taking the charge from March 3, 2014 (ASC to AIQ), and working to get it finalized. This draft was named Draft 1. Initial discussion focused on making sure it is clear we are still a "steering" committee – items 1 and 4 in the charge reflect this.

There was some discussion on "access to data" – what this means (what does "access" mean? What does "data" mean?) Ultimately, we decided that the new standards require the use of and access to data, so it's not necessary to call this out in our charge.

Charge Items:

Charge item 1

This item reflects the importance of accreditation. Committee OK'd this as written.

Charge item 2

Tracking AIPs – this is embedded in what we do. We want to make sure we know what's happening with AIPs. There is discussion of College Council tracking AIPs, but this committee (ASC, or whatever we become) must monitor this tracking and be able to report out.

There was a question about institutional effectiveness indicators, and what it means to review and monitor progress on those, and what the plan was to accomplish this. This is currently intentionally a bit vague, because we are in the beginning phases with data, and setting institutional standards, reporting out and putting on the scorecard (as a college). Our committee should look at this information, fanning it out to other committees, to move this process forward – we don't move the dial, but we make sure someone else does, and we track.

Charge item changed to: Review and monitor collection of evidence and progress on Actionable Improvement Plans, accreditation recommendations, and institutional effectiveness indicators.

Charge item 3:

Discussion at the retreat reflected need for communication within college and without – should we be adding this somewhere? Those notes reflect an important for outreach into the community, not necessarily involving the community directly in accreditation. We decided that discussion is part of the importance of "parking lots" – the ability to talk to other groups and other people.

An intent of this charge item is that evidence needs to be kept – and this is reflected in going to College Council to remind that group where we are with accreditation, and keep the college community aware of the need for evidence.

Charge item changed to: Inform, engage, and involve the college community in accreditation and institutional effectiveness.

Charge item 4:

Should we include "program" in this item? Program assessment is part of accreditation, but there is another committee for that.

Should we specifically add something to address "integrity"? This is not necessary – "integrity" is implied by the new standards.

The word "oversee" – does this imply we are in charge? Do we monitor?

Charge item changed to: Review and monitor evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement.

Scope & Reports/Communicates with

Committee OK'd

Membership

Co-Chairs

Important to note that it is new that both co-chairs would be voting members of College Council. This would mean a change for College Council membership.

Ad Hoc

Community could mean inside the college, and outside. We ultimately decided to leave "Ad Hoc," without specifying who those Ad Hoc members could be, to allow more flexibility.

We discussed whether we needed to note that one member could be serving in more than one capacity; we ultimately decided to include that notation so that later it didn't seem this wasn't allowed. We decided to say "multiple" as opposed to 2 to clarify this more.

Membership changed to:
Co-Chaired by VP, Academic Affairs/Faculty Co-chair (who will also serve on Academic Senate Exec Board)
Both co-chairs are voting members of College Council
4 Administrators: selected from Student Services, Budget & Facilities, Instruction, and IT
Research Lead
4 Classified Representatives: appointed by CSEA

10 Faculty: appointed by the Academic Senate: Assessment Co-chair or liaison, Program Review Co-chair or liaison, Institutional Learning Outcomes lead, Scorecard/data coach lead; and five (5) from areas directly related to one or more of the accreditation standards (Library, CTE, General Education, Basic Skills, and Student Services); and one (1) at-large member. The suggested term for faculty is three (3) years.

2 students

Ad Hoc Members as appropriate

*Note: some members may represent multiple areas.