

ACCREDITATION COMMITTEE

Meeting Minutes July 26, 2012

Attendance: Peter Allan, Christopher O'Hearn, Debbie Chesser, Michele Laveaux, Donna Derryberry, Debbie Peterson, Patrick Malone, David Gibbs, Fusako Yokotobi, Debby Blanchard, Terry Truelove, Jennifer Larriva, Mark Clair, GH Javaheripour, Tim Johnston, Audrey Vaughn

- Peter Allan stated there are 8 recommendations from the ACCJC that need to be completed and submitted by October 15, 2012. We do not want to report that any of these recommendations are in progress so we have a lot of work to do in order to complete them all. He also stated that Dr. O'Hearn has appointed Virginia Moran, Tim Johnston and Lori Kildal to oversee the writing and also to ensure that we stay on track and meet all the recommendations.
- **Recommendations 1 & 2**
 - These two recommendations pertain to Educational Master Plan (EMP) and Program Planning. The recommendation for the EMP was to update it and make sure that the current mission statement and goals were included. There is a draft of the EMP currently being worked on and it would be helpful if the committee members would encourage the people in their areas to make sure their Program Review documents from Dec 2011 are updated and that they are aligned with the EMP. The Program Review committee is working on creating a bridging document that will assist with this task.
- **Recommendation 2 – General Planning**
 - Tim Johnston stated, the Program Review Committee is currently updating the PRAISE process and creating a Program Review Handbook. If the handbook passes in the Academic Senate on Sept 6th the plan is to move forward. The process will include a draft Annual Update from Instructional programs and a draft PRAISE from non-instructional programs due in October for internal review with the final reports due in Dec. The draft EMP report should go to the board October 9, 2012 for approval once all the PRAISE info is incorporated.
- **Recommendation 3 – SLO Assessment**
 - Peter distributed an SLO/PLO Assessment Plan of Action Timeline and stated that the goal is to increase completion of assessments by 10% a week from now until the end of September with all being completed by October 1. He stated the bottom line to assessing SLOs is to just sit down and do it and that's what we need to do.
 - We have a group of faculty who have volunteered to be Peer Assessment Leaders and they will assist with assessing all of the Spring & Summer 2012 sections. TracDat will allow us to store them all in a central location so that they are easily accounted for.
 - SLO assessment training will be conducted by the Peer Assessment Leaders and offered to anyone who may need assistance in completing their SLO assessments.

- **Recommendation 4 – Campus Climate**

- Public Information Office is working with the Office of Institutional Effectiveness/Research to come up with ways to show how campus climate has improved. A communications committee will be established to assist with campus communication.
- David Gibbs suggested a monthly newsletter might be a good means of communicating with the campus, it was suggested any ideas should be given to Yvonne Hester.

- **Recommendation 5 – Distance Education**

- This recommendation has been satisfied. Rolando Regino has been assigned as the Distance Ed Coordinator and Lisa Ellis has been assigned as the Faculty Facilitator.
- One problem in this area is that the Substantive Change document that was submitted in 2005 was never approved. Now we will have to wait until we are off sanction to re-submit.

- **Recommendation 6 – Fiscal Planning**

- GH stated that the budget committee continues to work on fiscal planning and they presented the tentative 5-yr plan to the board of trustees in June. In July a resolution was presented to the board and adopted that will assist with obtaining a balanced budget by 2015-2016.
- GH stated that we will be hiring an outside agency, FCMAT, they will perform an analysis of our budget situation and make recommendations for a budget balancing plan.

- **Recommendations 1, 7 & 8**

- These recommendations are complete and no further work needs to be done. Dr. O'Hearn stated that even though the recommendations have been met we should address them again in the follow up report to show continued progress. He also stated that we need to meet standards by establishing a change in culture as well as the way we do things not just by satisfying the recommendations. We need to make sure that what we say we are doing we are in fact really doing.
- Peter stated that the 2014 mid-term self study report should be started soon after this report is completed and this committee needs to be constantly involved and participating on teams whenever possible.
- Debby Blanchard mentioned that they have started to work on a draft of the Governance Handbook and the goal is to have it completed by December 1st.

Meeting was adjourned at 12:30