

SDCE Accreditation Steering Committee Meeting
January 19, 2017
3:00 to 5:00 p.m. Room 186

Minutes

Members Present: Kate Alder (ALO), Barbara Pongsrikul (Co-Chair), Corinne Layton (Co-Chair), Michelle Fischthal, Magdalena Kwiatkowski, Leslie Quinones, Lorie Crosby Howell, Carol Wilkinson, Neill Kovrig, Marne Foster, Laurie Cozzolino

Additional Attendees: David Holden, Ginger Davis, Pat Mosteller, Cat Prindle, John Bromma, Krystal Monal, Jael A. Guzman, Karen King, Emma Mercado, Vickie Taylor, Danielle Williams

Called to order by Barbara Pongsrikul at 3:07 pm.

- 1) Review of Minutes – Corinne Layton
 - A hard copy of the 12/15/16 Minutes DRAFT was reviewed for approval.
 - The minutes were M/S/C by Michelle Fischthal and Barbara Pongsrikul as is.
- 2) ALO Update – Dr. Kate Alder
 - Self-Study Update- Vice Chancellor feedback-
 - Self-Study Report is in production.
 - A copy will be sent to the visiting team prior to the March visit for review.
 - Accreditation Visit Update/Chair-
 - Martha Young-Jones pre-visit has been rescheduled for Monday, February 6, 2017.
 - Schedule for the March visit is currently being developed. Once the schedule is finalized, a copy will be provided to all CE campuses.
 - A copy of the SDCE spring schedule is being provided to the visiting team so they can request classes they would like to visit. SDCE will review the list of classes they are requesting and coordinate, if available, a class visit with one of our Instructional Deans.
 - Anyone involved in the following focus groups will need to be available (tentative schedule is as follows):
 - Groups 4 and 6- Monday, March 13, 1:30 p.m. to 2:30 p.m.
 - Groups 5 and 7- Tuesday, March 14, 1:00 p.m. to 2:00 p.m.
 - Leadership team will have some commitments on Sunday when they arrive.

- Instructional Deans will be assigned as the point of contact/driver for each of the visitors.
 - Classifieds' role in the visit will be determined at meeting on Monday, March 13, 2:45 p.m. – 3:45 p.m. **ACTION: Coordinate a meeting with Neill Kovrig.**
- 3) Preparation for WASC Visit- Corinne Layton
- Handout provided titled, "Preparing for Accreditation Site Visits" was reviewed and discussed. Each of the sections were listed as follows:
 - 1. What every instructor should have
 - 2. What faculty can do to get up-to-date on Accreditation Process
 - 3. Developing the Showcase Rooms:
 - Update on Campus Showcase Planning
 - Classified Staff are being included in the planning of each campus' showcase.
 - Holly Hodnick, from the Office of Communications, provided examples of print materials (i.e. signs, flyers, binders, banners, etc.) to consider for the showcase.
 - Dark background sign example was voted to be used for the showcase print materials.
 - Recommended Timeline:
 - Requests are encouraged to be submitted by the Accreditation Leads via email to Ranessa Ashton and/or Holly Hodnick by 2/3/17.
 - It will take time for items to be printed by District Reprographics.
 - Items submitted can also be provided electronically.
 - Need to clarify if personal expenses are used to purchase showcase materials, if a reimbursement can be made.
 - For any department that is doing an audio video, they must have captioning according to section 508. The Camtasia software can be used for captioning.
- 4) Spring 2017 Flex-Accreditation Planning – Dr. Barbara Pongsrikul
- Update on Accreditation Flex Activity Planning
 - Handouts regarding schedule and questions were provided.
 - Flex activity timeline, titled, "OMG! What if they ask me a question?" was reviewed.
 - Activity starts at 10:45 a.m. in Theatre with an introduction by Dr. Alder.
 - Purpose of the activity is to experience possible questions the accreditation visiting team might ask them. This is to prepare staff and faculty to feel comfortable in the event they are approached or asked questions.
 - We won't have time to return to the Theatre for re-group and discussion. As a result, each campus room,

dedicated to this activity, will be supplied with index cards to provide feedback after the activity so we can put together an FAQ for the college to reference.

- Deans will be the point of contacts to collect the index cards and feedback from those who participated.
- Tickets will be provided to help with accountability and see how many participated. They will also be used to provide an opportunity drawing for items yet to be determined.
- For those who are unable to participate in this flex activity, communication will be sent to make sure everyone has the latest information.
- **ACTION: SET UP FLEX MEETING with Accreditation Planning Committee next week.**

Next Accreditation Meeting: February 16, 2017, 3:00 p.m. to 5:00 p.m., ECC, Room 186

Meeting adjourned by Dr. Kate Alder at 4:05 pm.

Minutes taken and submitted by Ginger Davis, Sr. Secretary, VP, Instruction
Approved on: 2/16/17