

Accreditation Steering Committee Meeting

ECC Room 186

January 21, 2016

Members Present: Carlos Cortez, Esther Matthew, Barbara Pongsrikul, Corinne Layton, Laurie Cozzolino, Leslie Quinones, Magdalena Kwiatkowski, Ingrid Greenberg, Jane Signaigo-Cox, Lorie Crosby-Howell, Carol Wilkinson, Gretchen Bitterlin, Linda Osborn, Marie Doerner, Rachel Rose, Mary LeDuc, Danielle Williams, Amanda Torres.

1. Minutes from December 17, 2015 meeting were approved.
2. Steering Committee Membership
 - a. Ingrid Greenberg has volunteered to chair the Criterion 3 Work Group.
 - b. Esther Mathews will replace Brian Ellison on the work groups that he headed.
3. ALO District Meeting Report
 - a. The next meeting will be on February 8.
 - b. The colleges and CE prepared 5 questions about shared governance to ask the Chancellor at a meeting on January 29.
 - c. Barbara Pongsrikul reported a mistake on the district accreditation site regarding the delineation of functions in shared governance for CE; it did not include the addition of our new Vice President position.
4. Accreditation Slogan
 - a. There was consensus that we need an accreditation slogan to be used on all publicity surrounding accreditation and which we will promote among all stakeholders. The agreed upon slogan is "Building on Success." Depending on the area, it can be expanded to "Building on Success through professional development, institutional effectiveness, community partnerships, etc. "
 - b. Ranessa is building a PowerPoint presentation to go with this slogan.
 - c. Leslie Q suggested putting this slogan on promotional items, e.g. coffee cups, etc. to give out at school events.
5. Report from President Cortez
 - a. Our Midterm Accreditation Report highlighted two goals to work on:
 - i. More student involvement at all levels of governance
 - ii. More counseling
 - b. Ideas for more student involvement:

- i. Have a panel of students at the next fall Flex discuss how they have been successful at CE and how they could have been helped more.
 - ii. Identify a cohort of students who should be invited to attend all meetings and sit in on shared governance meetings
 - iii. Have someone from the Accreditation Steering Committee visit all ASBs to drum up participation by more students.
 - c. 3 other quick updates
 - i. When Bob Parker is gone, the new acting VPI will take over his roles on accreditation, e.g. community partnerships
 - ii. A proposal is being put together to make sure CE's policies are updated and recorded.
 - iii. Our database cannot be a repository for syllabi. We need to establish a place for syllabi. There is a template that will be piloted this spring. Rachel suggested that there be a link from each teacher's class on the online schedule to the syllabus.
- 6. Self-Study Chapter 1
 - a. Lorie Howell handed out a revised copy of Chapter 1. The major changes were the submissions from programs. She suggested the following:
 - i. Campus updates need to be standardized.
 - ii. We need data on faculty by campus.
 - iii. We need to look at what information is appropriate for Chapter 1.
- 7. Program Updates
 - a. All chairs should send revised drafts of program updates for Chapter 1 by January 29. Those who have completed this are ESL, Hospitality, Parenting, and Emeritus. Revised drafts should be sent to Barbara and Corinne. They will then send them to Magda, our author.
 - b. Carlos wants an environmental scan with the following data:
 - i. Labor market data
 - ii. Census data
 - iii. Program saturation data
 - c. Michelle and Jessica (our researcher) should get the data. Ingrid G will write the report.
- 8. New Template
 - a. There are some changes in the table of contents. Barbara will send out the new language, but there is no change in content.
 - b. The revised draft template is dated 10/15.
- 9. Focus/Work Group Updates
 - a. Esther M. requested deadlines for documents related to accreditation, e.g. mission statement, vision statement, etc.

10. SLO Training

- a. Gary Williams will do a workshop at spring flex called “Using SLOs, assessments, and powerful syllabi to achieve student connectedness and student success.”
- b. A syllabus template is being developed and will be piloted in the spring.

11. Classroom Observations and Training

- a. Classes to be observed will be randomly selected by February 15.
- b. There will be three trainings in February for people interested in conducting classroom observations.
- c. Observations will be completed by March 31.
- d. Gretchen and Corinne will work with Marne on revising the classroom observation forms.

12. Repository/Website

- a. We will be using Dropbox temporarily to house accreditation materials. Michelle F is in the process of selecting new software to purchase.
- b. On the new CE website Accreditation will be under the heading “Institutional Effectiveness.”

Minutes submitted by Gretchen Bitterlin