

**Accreditation Steering Committee Meeting**  
**ECC Room 186**  
**February 18, 2016**

Members present: Barbara Pongsrikul, Corinne Layton, Esther Matthew, Neill Kovrig, Ingrid Greenberg, Michelle Fischthal, Robin Carvajal, Magdalena Kwiatkowski, Jane Signaigo-Cox, Gretchen Bitterlin, Marne Foster, Eric Miller, Linda Osborn, Rachel Rose, Esther Anthony-Thomas, Mary Le Duc, Danielle Williams, Marie Doerner.

1. Minutes from January 21, 2016 were approved with edits.
2. ALO Report: Barbara Pongsrikul reported on District ALO meeting.
  - a. Goal: In each Self-Study report, give consistent replies to Accreditation standards and criteria.
  - b. Reviewed Functional Map to determine role of District and role of colleges and CE.
  - c. Reviewed timeline of Accreditation process and due dates.
  - d. ALOs continue to ask questions of Lynn Neault, who then asks Vice Chancellors for clarification. Some current questions revolve around Distance Education, record-keeping & security.
  - e. While writing and drafting your section, send questions to Barbara and Corinne who will either answer the question or forward it to District level.
3. Revised Timeline: Barbara reported: met with Magda to determine how/when to post evidence on Accreditation Website.
  - a. Handouts:
    - i. SDCE Accreditation 2017 Self-Study Timeline (5 pages)
    - ii. SDCCD Spring 2017 Accreditation Preparation and Visit Timeline
  - b. Met with Ranessa Ashton, PIO, to identify process and design for posting upcoming community forums and meetings.
  - c. Confirming process for posting and tracking research and drafts in CE-sponsored Dropbox account.
  - d. Need approval for draft from Shared Governance during academic year: Classified Senate, Academic Senate, Executive Governance Council, etc.
  - e. Stakeholder input includes student groups, community forums and meetings.
4. Self-Study update: Magda reported: reviewing 2<sup>nd</sup> draft.
  - a. Chapter 1: Magda is lead writer. She needs:
    - i. Developments such as hiring freeze.
    - ii. Student demographics have been provided by Jessica Luedtke, CE Research Analyst.

- iii. Governance Structure: Governance Handbook being put together by Kim Laramie.
  - iv. Community Profile: Esther Matthew will ask Carlos Cortez to draft narrative. A possible resource: Ingrid Greenberg posted today a draft narrative of the Environmental Scan in Dropbox, based on US Census Bureau data.
  - v. Self-study webinar emphasized SLO activities.
- b. Chapter 2: Marne Foster is work group coordinator.
- c. Chapter 3:
  - i. Jane S-Cox has a new update.
  - ii. SLOs and Mission evidence
    - 1. Senate agendas and minutes
    - 2. Program Review reports
    - 3. Flex sessions
- 5. Magda will contact writers as questions arise.
  - a. Chapter 4
  - b. Chapter 5: To be done near end of project.
  - c. Training Resources, Magda
    - i. Accreditation Institute, ASCCC, San Diego, Feb. 19-20, 2016
    - ii. WASC webinars
  - d. How to integrate District narrative and CE Narrative? Corinne Layton and Barbara reported:
    - i. Use this order: District narrative first, then CE narrative.
- 6. Accreditation Updates for Stakeholder and Shared Governance input: Corinne
  - a. Academic Senate meetings
  - b. Classified Senate meetings
  - c. Campus forums: all are invited including students, instructional aides. Collaborate with ASB Coordinator, Leslie Q. to invite ASB.
  - d. Community meetings: Goal-setting, Gaps, Innovative Collaborations
- 7. Mission Statement: Jane S. Cox
  - a. Handout: Mission Revision as of 2/17/16
  - b. Newsletter input
  - c. Revised Mission based on input received since December 2015.
  - d. Self-Study is based on current Mission. The work we've been doing has lead us to develop this new, revised Mission.
  - e. We will review and vet new Mission.
  - f. To do: Vet with Shared Governance groups – Senates, AGC, Chairs Committee, campus ASBs, and other stakeholders
- 8. Class Observation Trainings: Marne Foster
  - a. 50 faculty and 3 classified staff have been trained

- b. 40 faculty have completed paperwork
  - c. Timeline: early March observations will take place. Allied Health classes sometimes meet off-campus because of clinicals.
9. Accreditation Slogan: Building on Success Through Excellence
10. Drop Box: Michelle Fischthal
- a. Handout: Drop Box for Business
  - b. Goals:
    - i. Visiting Team will be able to view a special file in Drop Box prior to their physical visit.
    - ii. A tool for a Work Group so we can avoid burdening our MS Outlook email account with multiple emails and drafts.
  - c. A monthly fee for each CE subscriber.
  - d. Work and focus group coordinators are set-up with accounts.
  - e. Drop Box>SDCE Team Folder> Accreditation 2017>Criterion>Evidence (agendas, minutes, flyers, photos, emails)
  - f. Is it advisable to create the same structure in our H Folder? Not necessarily.
  - g. File naming convention to be developed by Michelle.
  - h. Signing into Drop Box was demonstrated.
11. Other issues. None.

Minutes Submitted by Ingrid Greenberg