

## Accreditation Steering Committee Meeting Minutes March 17, 2016

Members Present: Co-chair Barbara Pongsrikul, Co-Chair Corinne Layton, Esther Matthew, Leslie Quinones, Ingrid Greenberg, Magdalena Kwiatkowski, Jane Signaigo-Cox, Lorie Crosby-Howell, Michelle Fischthal, Carol Wilkinson, Gretchen Bitterlin, Marie Doerner, Eric Miller, Danielle Williams, Esther Anthony-Thomas, Vinzent Balaoing

1. Minutes from February 18, 2016 meeting were approved.
2. ALO Report (Barbara):
  - There will be an ALO meeting on Monday, March 21, 2016.
  - Barbara passed around the Steering Committee membership list. She asked coordinators to update the list of members of their focus/work group.
3. Academic Senate Accreditation Institute Report: (Corinne)
  - Magda, Corinne, Ingrid, Richard and Barbara attended the Institute.
  - Corinne showed two Power Point Presentations from those workshops and highlighted key points:
    - a. The Visiting Team and Distance Education Review
      1. Different types of distance learning models: e.g. Online, Correspondence, Hybrid
      2. Accreditation team will look for regular contact between students and instructors - Regular and Effective Contact (REC)
      3. Colleges should take into account DE counseling or academic counseling for online programs.
      4. Ingrid commented that the visiting team only asks for evidence from the current distance education class; the team does not ask for past evidence.
    - b. Equity and Accreditation
      1. Why focus on equity: Increase access and course completion.
      2. Need for a more diverse workforce that represents student body
4. Accreditation Forums Report (Corinne)
  - We had two Accreditation Forums in March. The first was held on March 3 at Mid-City Campus, and the other was held on March 7 at North City Campus.
  - We had participation of administration, faculty, classified staff and students.
  - Corinne showed a Power Point Presentation to give an update on the Accreditation Process.
  - We also worked in break-out groups to provide input to various sections of the Self-Study.
5. Self-Study Update (Magda)
  - a. Draft 3
    - The deadline for Draft 3 is March 11.
    - Magda is still working on chapter 1.
    - Draft 3 will be out for review by March 25.
  - b. What's next after March 25?
    - Magda is working on a detailed review of the submitted draft 3 for each criterion.

- She requested that we mark updates clearly in color and use the most recent format.
- c. Magda provided an overview of the format being used for Draft 4.
  - She uses color coding in the document: red is used for Magda's questions/comments; green highlights the text in reference.
- 6. Citing Evidence for Self-Study (Barbara, Magda)
  - Find, cite, and store evidence in Drop Box.
  - Put evidence in the appropriate evidence folder in Drop Box.
  - Put proof of meetings (e.g. sign-in sheet, agenda, minutes) in evidence box.
  - E-mails: (you can drag your emails into drop box).
  - When you name the evidence file, use the Naming Convention for Evidence Files:
    1. Associated chapter
    2. Criterion (if applicable)/Question Number (if applicable)
    3. Indicator (if applicable)/Sub Question Number (if applicable)
    4. Description of file
    5. Date (if applicable)

*Note: Magda sent out an e-mail about naming conventions.*
  - Discussion ensued on having actual physical evidence at the campuses vs. having only online evidence. This topic needs further discussion.
- 7. Input on Self-Study from Stakeholders (Corinne)
  - Faculty: Corinne has asked to give regular updates on Accreditation at Academic Senate meetings. She is on the agenda for the next meeting.
  - Staff: Neil shared an Accreditation Power Point that Corinne had created at a Classified Senate Meeting.
  - Students: There are plans to seek input from students at ASB meetings on the results of the Student Feedback Survey.
  - Community: Once the Self-Study Draft is posted online, we can seek input from the community.
  - Our community partners were given a brief introduction to Accreditation by Magda at the Community Partners Strategic Planning event that took place at Cesar Chavez on February 29.
- 8. Classroom Observations
  - Marne (who is in charge of the classroom observations) was not in attendance at today's meeting.
  - Corinne shared that faculty had received an e-mail from Marne stating that the deadline for observations had been postponed until April 8.
- 9. Roundtable – no additional comments

*Minutes submitted by Leslie Quinones and Corinne Layton*