

Accreditation Steering Committee Meeting

Minutes May 19, 2016

Members Present: Barbara Pongsrikul, Corinne Layton, Richard Weinroth, Neill Kovrig, Leslie Quinones, Ingrid Greenberg, Jane Signaigo-Cox, Lorie Crosby-Howell, Michelle Fischthal, Robin Carvajal, Carol Wilkinson, Gretchen Bitterlin, Linda Osborn, Eric Miller, Mary LeDuc, Danielle Williams, Esther Anthony-Thomas, Amanda Torres, Vincent Balaoing

1. Review of April 21, 2016 minutes.
2. ALO Report (Barbara Pongsrikul)
The District will be conducting a fact-check of the Self-Study in June. The district is about one month behind in their timeline. WASC chairperson's name has been identified. The Chancellor would like both the colleges and the SDCE accrediting teams to get together the Sunday before the visit.
3. Accreditation/Strategic Planning Joint Meeting (Michelle Fischthal)
Meeting was successful and very well-attended; once the Strategic Plan is approved, it will be incorporated into Chapter 10 – Action Plan of the Self-Study.
4. Accreditation Updates at Academic Senate/Classified Senate and EGC (Corinne Layton)
Corinne gave updates on Accreditation to AGC on May 11 and Classified Senate and Academic Senate on May 17. Draft 3 was posted on the website for review and input. At AGC Corinne demonstrated the link to the Draft of the Self-Study on the Accreditation Website where stakeholders could give digital feedback by the May 13 deadline. Corinne also discussed classroom observations and the accreditation timeline. This month the Vice Chancellor's office is doing the fact-finding review. In the fall the Self-Study will be vetted by Shared Governance. At Classified Senate a question was posed about how the classified staff would be involved in the site visit. We need to come up with a plan to define the role of the classified staff in the accreditation site visit.
5. Observations of Classes Update (Marne Foster)
The time for conducting classroom observations was extended so that we could increase our sample size. The goal is to have 118 or more classroom observations. The report on classroom observations should be completed by June 3rd.

6. Self-Study: Examples of Providing Evidence (Magdalena Kwiatkowski)

We are getting to the point where we need to finish the chapters. Until the end of May, focus groups will have time to work on the gaps; in June Magda will be working on writing and editing. Final drafts and evidence will be due May 31.

Submitting evidence is very important. Magda gave examples of how evidence ties into the draft and how to label the evidence. Yellow highlighting in the text means that this area of the text is supported by the attached evidence. Please label the name of the evidence file in brackets [i.e. Cisco Live Photos] at the end of the paragraph. Label evidence files in drop box in this manner: Chapter, Criterion, and indicator number and then the description of the evidence.

Example: 3.5.1 Cisco Live Photos

7. Self-Study Break-out Groups

Work and focus groups had an opportunity to work on their sections of the Self-Study during the last part of the meeting.

Minutes submitted by Leslie Quinones