

Accreditation Steering Committee Meeting Minutes June 16, 2016

Members Present: Corinne Layton (Co-Chair), Daniel Gutowski, Marne Foster, Ingrid Greenberg, Magdalena Kwiatkowski, Star Rivera-Lacey, Carol Wilkinson, Gretchen Bitterlin, Marie Doerner, Rachel Rose, Danielle Williams, Esther Anthony-Thomas, Amanda Torres, Cynthia Rico.

1. Acting VPA Dan Gutowski introduced himself.
2. Review of minutes from May 19, 2016. Minutes were approved.
3. Corinne Layton announced the tentative date and time for the next meeting: July 21, 2016 from 3-5pm.
4. ALO Report: Corinne reported for Dean Barbara Pongsrikul
 - The last ALO meeting took place on May 27 with college liaison officers and Vice-Chancellors. The purpose of the meeting was to review the 128-page draft of the District responses to the Accreditation Standards: Standard I. Mission, Academic Quality and Institutional Effectiveness and Integrity; Standard II. Student Learning Programs and Support Services; Standard III. Resources; and Standard IV. Leadership and Governance.
 - Corinne reminded the committee that CE's Self-Study is based on criterion, whereas the colleges use standards; however, many of the district responses apply to our Self-Study.
 - The updated District responses to the Standards based on feedback at the May 27 meeting should be sent out by June 17 to the ALO's.
 - The writing of the Self-Study will be completed in August.
 - A 6-year policy and procedure review will need to be completed in October. Corinne passed out a flowchart of policy and procedure development.
 - The next ALO meeting is scheduled for August 9, 2016.
5. Marne Foster reported that 114 classroom observations had been completed as part of the Self-Study. Laura Burgess is tabulating the data. Marne is creating a narrative for the Classroom Observations.
6. Marne reported that the work on Chapter IV Action Plan has been mostly completed.
 - The Work group focused on strengths as a direct response to the last accreditation's visit.
 - Work group focused on growth areas.
 - Work group created objectives, action steps, and expected outcomes.
 - The responsible parties and timelines need to be filled into the action plan.

7. Magdalena Kwiatkowski presented a checklist of the work that has been completed on the chapters of the Self-Study.
 - Magdalena is sending draft of chapters for review to Corinne Layton, Dean Barbara Pongsrikul, Dean Michelle Fischthal, Researcher Jessica Luedtke and Ranessa Ashton.
 - Magdalena is currently working on the progress report from the last 6 years.
 - Program reviews that were submitted by all departments will be evaluated and scored. This feedback was generated from a new piloted rubric that was developed in the Program Review Committee.
 - Program Review has been done in the spring; however it will be done in the fall starting this coming academic year. The benefit of doing Program Review in the fall is that it can affect the budget for the year.
 - Program Review will be part of the Self-Study.
 - The Action Plan should be integrated into Program Review.
 - The Program Review Guidelines are attached to the request for the Program Review for each department.
 - Magdalena offered to assist the Criterion workgroups today.
 - She reminded the groups that the narrative in the Self-Study should be specifically and clearly linked to evidence.
8. Individuals broke into groups to update their Chapters and Criteria.

Minutes Submitted by Rachel Rose/Corinne Layton