

Accreditation Steering Committee Meeting

Minutes – September 15, 2016

ECC, Room 186

3:45 – 5:00 PM

Members Present: Kate Alder, Barbara Pongsrikul, Corinne Layton, Carlos Cortez, Star Rivera-Lacey, Jacqueline Sabanos, Jane Signaigo-Cox, Lorie Crosby-Howell, Michelle Fischthal, Robin Carvajal, Carol Wilkinson, Cynthia Rico, Richard Weinroth, Neill Kovrig, Ingrid Greenberg, Magdalena Kwiatkowski, Linda Osborn, Rachel Rose, Eric Miller

1. Introductions

- Barbara introduced new committee members: Kate Alder, Vice President of Instruction, and Jacqueline Sabanos, Vice President of Administration.
- She reminded the members about the Accreditation bag (with the new slogan, *Building on Success*), and gave one to the new members. She also mentioned that during the spring, bookmarks (also bearing the slogan, as well as the website address) were widely distributed as class sets, and more can be ordered.

2. Review of minutes from June 16th meeting [Corinne].

- Richard suggested that the time and location of the meetings be indicated in the minutes. Minutes were approved with the addition of the time and location and one minor revision.
- Corinne reminded the Committee that our July meeting was combined with Strategic Planning to review the Self-Study Action Plan.

3. ALO Update for August. [Barbara] In August there was a six-hour District accreditation meeting to review the District's Accreditation Standards Responses. The District is in the process of putting the evidence of meeting the standards into .pdf format, so that everything can be uploaded onto the Accreditation website. There will probably be one more meeting with the presidents and the Chancellor. As previously discussed, CE used to be on a different accreditation calendar, but we lobbied to be on the same calendar as the colleges, though there will be two different visiting teams. This coordinated effort better demonstrates CE's role and how it fits into the District at large. There will be regular meetings every month up until the WASC visit. Kate will give the next ALO Update.

4. **Steering Committee Meeting Dates.** [Barbara] We'll continue to meet on the third Thursday of the month from 3:00 to 5:00 p.m. to prepare for the Site Visits March 13-16.
5. **Steering Committee Membership.** [Barbara]The membership needs to be updated on the website including the new VP's and President Cortez. Barbara wants to give credit to those who have worked on the Self-Study, but who may no longer be on the committee (e.g. Gretchen Bitterlin). Anyone who has participated will stay on the list, and a list will be passed around to see who might need to be added. Kate suggested that if there is another faculty member interested in serving in Gretchen's role, they should be invited to attend the Steering Committee. Corinne stressed the importance of having adequate representation from ASB. Star mentioned that they hope to identify another student representative by October or November.
6. **Status of Self-Study Update** [Kate] Kate will be sending out an email with a link to the Self-Study for review. Any additional feedback should be sent directly to Kate before next Tuesday.

Dr. Cortez asked how the Steering Committee is feeling about the Accreditation process. Barbara emphasized that there were many opportunities to get input from the various stakeholders. Kate said it was like a group dissertation. Star said that the document is one piece of the process, but we have to consider what evidence the visiting team is going to look closely at, and start to prepare for the site visit. Dr. Cortez pointed out that as we move toward incorporating students into participatory governance, we must bring students into the Accreditation process. The more quickly and more thoughtfully we can engage students, the better they can speak to the issues when the visit takes place.

Ingrid suggested having Steering Committee meetings at other campuses (such as Mid-City) in order to engage more students. Corinne pointed out that one of the next steps is to have meetings with students about the Self-Study. She asked whether students needed to be members of ASB since most ASBs do not meet until October. Corinne has contacted advisors to get the word out about the Self-Study and to get more involvement of students.

7. **Self-Study Vetting/Approval** [Corinne] The Self-Study will be vetted and approved through Shared Governance at the following meetings:

Meeting	Date
Joint Faculty and Classified Senate	9/20
President's Cabinet	9/21
SDCE Management Team	9/27
Executive Governance Council	9/28
ASB	TBD

Jane asked for clarification about what the different participants were looking for when vetting the document. Are people now looking at the whole thing rather than the constituent parts with which they were originally involved? Corinne asked whether Academic Senate could make recommendations after the vetting/approval process. Dr. Cortez pointed out that even after voting to approve, the Self-Study goes to others for review and approval (Vice Chancellors, Chancellor, Board of Trustees). In addition, there are updates in the spring, so the best way is to approve it as it stands, with expectations that there will be recommendations (usually around compliance). Dr. Cortez recommended scheduling another meeting (for the Senates and EGC) in the spring to review anything that has changed since the fall vetting and approval, to make final changes. Corinne wondered if we should consider having the Academic and Classified Senates send out notices to teachers and staff informing them that they will be voting on approval of the Self-Study soon. Neill said he was preparing to present the Self-study for this purpose, pointing out that our "approval" is for submission. Richard agrees, though he would leave a window open for someone to speak up if they had a concern. Ingrid asked for clarification about the voting process at the upcoming joint Senate meeting. (The Senates move for motions separately, and then vote together.)

8. **Preparing for WASC Site Visit** [Corinne] During the last visit, evidence rooms were set up at each campus to showcase the different programs. The visitors particularly enjoyed seeing students' work (e.g. writing outcomes, class projects), videos, and aspects of the programs that were particularly unique, such as managed enrollment, orientation, etc. The committee agreed that they would like to provide evidence rooms for the upcoming visit. Corinne suggested involving the program chairs, instructors, staff and students. Richard asked if the evidence rooms should be organized by site or program at each site. Because ESL is so large, a particular campus might want to showcase something specific. Neill suggested having a virtual evidence room with digital presentations to complement the campus evidence rooms. Corinne suggested we have some preliminary meetings by

programs for faculty interested in getting involved in the planning of the evidence rooms. Neill pointed out that this is an opportunity for Student Services and classified staff to become involved. Student ambassadors should also be identified at each campus for the site visits. Faculty will have more buy-in if they have a say in the contents and organization of the evidence rooms. Barbara and Kate have received a list of the members on the visiting team. There will be a schedule that details the days and times the visiting team will be visiting the various campuses.

Minutes submitted by Eric Miller and Corinne Layton