

## Accreditation Steering Committee Minutes – October 15, 2015

Members Present: Brian Ellison, Corinne Layton, Jane Signaigo-Cox, Lorie Crosby Howell, Michelle Fischthal, Gretchen Bitterlin, Laurie Cozzolino, Richard Weinroth, Mary LeDuc, Danielle Williams, Carol Wilkinson, Marie Doerner, Rachel Rose, Esther Anthony-Thomas, Vinzent Balaoing.

1. Committee reviewed and approved September 17, 2015 minutes with a few minor revisions.
2. Corinne Layton passed out an updated Steering Committee/Work and Focus Group membership list. The main changes were focus group members. It was suggested that there also be a list of contributors in order to include people who provide input or feedback but are not actually regular committee members.
3. V.P.'s report - Brian Ellison will attend an ALO's/Standard IV/Board Sub-committee meeting on November 13. Brian and Corinne submitted questions to Lynne Neault for the Board members to address at this meeting. Also Brian and Bob Parker will attend a District Accreditation Meeting on October 19 focused on Standard 3 – facilities. This will help provide information for our own Self-Study. It was also announced that we all should use the courier 12 pt. font when we write for accreditation.
4. Revisions to Chapter 1 of the Self-Study – Dean Howell passed out the latest version of Chapter 1, which she stated is still a rough draft and not ready to be reviewed. We need to be sure we are answering the questions directly, and we need a uniform way to describe each campus. Charts from research have been transferred as word documents, but graphs don't transfer, so they will be added later. Program Chairs will be asked to list specific changes in programs since 2010. She also stated that we don't have a Mission, Vision, or SLO statements yet. On page 11, we will need to update the number of students enrolled closer to the time of our visit.
5. Mission/Vision Statement – The Strategic Planning meeting has begun work on changing our Mission and Vision Statements. Brian stated that he hoped we would have new statements before the winter break. They will not be broken down into abstracted and comprehensive versions. They will also be vetted through the governance process. We are hoping to keep the same Institutional SLOs and program SLOs in place. However, programs will be asked to review and update their SLOs. All course SLOs should be in course syllabi.
6. Progress of Work/Focus groups: Coordinators reported that they are holding meetings (most before the end of October) with their committees to review the gaps in

answers from the Self-Study guide questions and fill in those gaps. Writing tips were also discussed as follows:

- a. Use complete sentences – no sentence fragments.
- b. Do not use bullets.
- c. Provide tables and charts that are referenced. Follow the 2010 study by writing evidence/citations in the side columns.

Dean Lorie Howell asked if we would have a technical writer to make the document uniform.

First drafts of the work/focus group reports are due before the Thanksgiving break. Reports should be sent to Barbara and Corinne.

7. Accreditation website – Corinne modeled how to get to our accreditation website. She showed us how to get to the 3<sup>rd</sup> year Accreditation Progress Report and Addendum Report 2013-14, which we were asked to review. Here are the steps to get to the Accreditation Website and reports:

- a. Click on Organization from the CE website.
- b. Click on Accreditation.
- c. Click on Institutional Effectiveness – Self-Study.
- d. Click on Accreditation Reports on the left.
- e. Click on 3<sup>rd</sup> Year Accreditation Progress Report/Addendum Report 2013/14.

Corinne also mentioned that the Accreditation Website will contain monthly Accreditation Updates (part of the SDCE Newsletter).

8. Accreditation Repository – Dean Michelle Fischthal reported that Google Docs for Education will serve as a library for us to post documents. We will not be editing through this site, however. We will receive invitations to enter this site.

9. Classroom observations – Marne Foster was absent but sent the following notes which are tentative: Classroom observations will be randomly selected and announced during Flex on February 1 and 2. Training for classroom observations will take place during Flex. One hour observations are tentatively scheduled for February 15-29 and completed by March 31, 2016. Observers will be compensated, but it is unclear how they will be paid, since the last time teachers observed classes, it was during the

summer. Instructors being observed will need to provide a lesson plan and course outline.

10. Standardization of SLO Process – Marne will be meeting with Program Chairs to develop a template for a syllabus which includes SLOs. It was suggested that we have another training on SLOs with emphasis on how to write SLOs and include them in the course syllabus.

Minutes submitted by Gretchen Bitterlin