

Accreditation Steering Committee Meeting

10/20/16, 3:00 – 5:00 p.m.

ECC, Room 186

Members Present: VPI Kate Alder (ALO), Dean Barbara Pongsrikul (Co-Chair), Corinne Layton (Co-Chair), President Carlos Cortez, VPA Jacqueline Sabanos, Dean Lorie Crosby-Howell, Dean Leslie Quinones, Dean Carol Wilkinson, Acting Dean Esther Matthew, Richard Weinroth, Laurie Cozzolino, Ingrid Greenberg, Magdalena Kwiatkowski, Mary LeDuc, Danielle Williams, Esther Anthony Thomas

Additional attendees: Pat Mosteller, Krystal Monal, Jael A. Guzman, Jessica Luedtke

- 1) Review of Accreditation Steering Committee Minutes – Corinne Layton
 - September 15 Steering Committee Minutes were reviewed and approved.
- 2) Self-Study Update – Dr. Kate Alder
 - Self-Study was posted on our website in September for review.
 - Self-Study was successfully vetted and approved by self-governance structure during month of September and early October.
 - Draft of Self-Study will be sent to Vice Chancellors' Office for Fact Check: by October 21 and then it will be returned to SDCE.
 - Final draft will be sent to the Board Subcommittee for review (with Chancellor and Presidents) by November 21
- 3) District Accreditation Update – Dr. Barbara Pongsrikul
 - Kate and Barbara attended the last ALO Meeting on October 12 at the district office. ALO's, Co-Chairs, the Chancellor and Vice Chancellors were in attendance.
 - Attendees reviewed all district responses to the Standards with links to evidence for the Self-Study. The district has the Self-Study in PDF file.
 - Attendees also reviewed the district Accreditation timeline.

Note: Barbara announced that the members of the Self-Study Work and Focus Groups have been invited from now on to attend our Steering Committee Meetings to help prepare for the Accreditation Site Visits.

4) Preparation for WASC visit – Corinne Layton

- Corinne passed out a hand-out she had prepared “Guidelines for Evidence Rooms/Site Visits” to begin the discussion:
 - i. Campuses of excellence were identified to showcase particular programs.
 - ii. Suggestions were given for identifying unique characteristics of each campus (e.g. community collaboration and cultural diversity).
 - iii. Suggestions were given for demonstrating areas of improvement from the previous Self-Study: Technology (e.g. on-line conference tools), SLO’s (e.g. examples of student work that show course and program learning outcomes) and New Ways to Deliver Services (e.g. distance learning, providing safe environment – Stop the Hate Training) as well as addressing other recommendations from Self-Study: Expand participatory governance with more input from community (e.g. Joint Strategic Planning Meeting with Community Partners, information about Advisory Boards) and Student Stakeholders (e.g. ASB events at different campuses).
 - iv. Suggestions were also given for showcasing student work and what is unique about SDCE/Programs.
 - v. Other topics on the hand-out were preparing faculty/staff for site visits by learning about Accreditation process/Self-Study findings (e.g. monthly updates in SDCE Newsletter, Accreditation Power Point that Corinne developed for Academic/Classified Senate); having the appropriate materials for classroom visits (course outline, syllabus, lesson plan) and involving Student Services, classified staff and students.

- We discussed involving more students in preparing for the WASC visit: e.g. eliciting involvement of students in ASB and our hourly assistants who are also CE students.
- Kate said we should not call the rooms “evidence” rooms as the evidence has already been provided in the Self-Study.
- We will call the rooms “Showcase” rooms.
- President Cortez suggested using the theme “Past, Present and Future” for the site visits.
- He also said that a video could be created for each program along this theme.
- President Cortez agreed that each program’s “showcase room” should be set up at the campus of excellence for that program.
- Kate asked for volunteers to lead the work preparing for the site visits.
- An e-mail will be sent out to the leads who can organize their own subcommittees to prepare for the site visits.

5) Flex 2017 Activity – Dr. Kate Alder/Laurie Cozzolino

- Kate and Laurie are working on a Flex Activity related to Accreditation for Spring Flex 2017.
- There will be an interactive activity designed to help faculty feel better prepared and know 'what to expect' during the WASC visit.
- It was decided that we will divide up into campus teams for this activity.

Next Accreditation Meeting: November 17, 2016, 3:00 to 5:00 p.m., ECC, Room 186.

*Minutes submitted by Corinne Layton,
Accreditation Steering Committee Co-Chair*