

Accreditation Steering Committee Meeting

Minutes November 19, 2015

Members Present: Dr. Brian Ellison, V.P. Bob Parker, Dr. Barbara Pongsrikul, Corinne Layton, Neill Kovrig, Marne Foster, Laurie Cozzolino, Leslie Quinones, Jane Signaigo-Cox, Dr. Lorie Crosby-Howell, Dean Michelle Fischthal, Dr. Carol Wilkinson, Gretchen Bitterlin, Linda Osborn, Marie Doerner, Rachel Rose, Mary LeDuc, Danielle Williams, Esther Anthony-Thomas, Amanda Torres, Vinzent Balaoing, Leah Gualtieri

1. Minutes from October 15 meeting were approved.
2. Vice-President's Report/ALO's Standard IV/Board Sub-committee Meeting
 - Brian and Barbara attended the meeting with the Standard IV Committee Tri-Chairs (from City, Mesa and Miramar) on November 13.
 - The Tri-Chairs and CE had prepared questions for the Board of Trustees Subcommittee on Student Success and Accreditation about District Leadership and Governance. Trustees Mary Graham and Maria Nieto Senour and President Constance Carroll responded to the questions.
 - Lynn Neault will be sending out minutes from this meeting.
 - We congratulated V.P. Brian Ellison on his new position (starting in January) as Assistant Superintendent and Vice-President of Instruction at Merced College. His vast expertise as the VP of Instruction for CE and tremendous knowledge/experience with the Accreditation Process will be greatly missed.
3. SLO Training/Spring Flex Activities
 - Marne updated us about activities on Student Learning Outcomes planned for the institutional day of Spring Flex – February 1.
 - Dr. Gary Williams will be providing an interactive training on SLO's at the morning flex session.
 - There will also be an institutional update on accreditation during the morning session.
 - Break-out sessions on SLO's will follow.

- Marne also plans to meet with the individual programs to provide SLO training.

4. Classroom Observations

- Classes will be selected for the observations in January.
- Observations will take place in the early spring semester.
- Observers will be trained and given some type of monetary compensation.
- Discussion ensued about whether faculty and staff should be involved in the observation process; it was the consensus of the committee that both could be trained as observers.

5. Steering Committee/Work & Focus Group Membership

- We passed out the Steering Committee/Work and Focus Group Membership list; coordinators were asked to make any needed corrections on the list.
- The coordinators also indicated whether or not they were still accepting members.

6. Timeline

- The most recent SDCCD Accreditation Timeline is on the Accreditation website. The timeline will be updated regularly as needed. Follow this link to access the complete timeline:
<http://studentservices.sdccd.edu/docs/accreditation/Approved%20Accreditation%20Timeline.pdf>.

7. Web Site Update

- The CE Accreditation Website has been updated with the 2017 Self-Study Accreditation Manual, Timeline, Steering Committee Membership, Steering Committee meeting dates and meeting notes. Currently a new Accreditation webpage is planned to be introduced at Spring Flex 2016.

8. Reports from Work and Focus Groups

- Dean Lorie Crosby-Howell passed out the latest draft of Chapter 1.

- It was suggested that all the programs use a similar template to the one used by the BIT Program to highlight their program. This information will be part of Chapter 1.
- Corinne will send out the first draft of Chapter 1 to the Program Chairs so that they can use the template on their second draft.
- Dean Jane Signaigo-Cox and Gretchen Bitterlin gave a presentation on a proposed revision of the Mission Statement (that was rewritten based on suggestions from faculty who attended the first Strategic Planning Session).
- The proposed Mission Statement needs to be approved by AGC, Academic Senate, Classified Senate, EGC and the District Board of Trustees.
- Most of the Work and Focus Groups have sent in their first drafts of their reports.

9. SDCE Newsletter - Accreditation Monthly Updates

- Monthly updates will be provided in the SDCE Newsletter (Brian provided the October update, Barbara provided the November update, and Corinne will provide the December update)

Minutes submitted by Corinne Layton, Dr. Barbara Pongsrikul

Accreditation Steering Committee Co-Chairs