

Accreditation Steering Committee Minutes

12/17/15

Members Present: Dr. Barbara Pongsrikul (Co-chair), Corinne Layton (Co-Chair), Dr. Carlos Cortez, Neil Kovrig, Marne Foster, Laurie Cozzolino, Leslie Quinones, Jane Signaigo-Cox, Dr. Lorie Crosby-Howell, Michelle Fischthal, Robin Carvajal, Star Rivera-Lacey, Dr. Carol Wilkinson, Gretchen Bitterlin, Linda Osborn, Marie Doerner, Rachel Rose, Magdalena Kwiatkowski, Esther Anthony-Thomas

1. Reviewed and approved minutes from November 19 meeting
2. President Cortez Update
 - Dr. Cortez mentioned that a number of people applied for the position of writer for the Self-Study. An announcement should be made shortly.
 - He also mentioned that the process to hire a Vice-President of Instructional Services has begun. An interim Vice-President will be put into place for January and another interim will serve in that position during the spring semester.
3. ALO District Meeting Report – Barbara Pongsrikul
 - Barbara and Corinne attended the District Accreditation Planning Meeting on December 7.
 - Barbara has been identified as the Accreditation Liaison Officer (position previously held by Dr. Ellison).
 - Members of Committee have been tasked with reviewing the Delineation of Function Map.
 - The Committee has also been asked to create questions for Chancellor Carroll for a meeting that is being scheduled for January.
4. Steering Committee/Work & Focus Group Membership Update
 - Corinne reminded committee to let Barbara and Corinne know if anyone is no longer serving on their group in order to replace that member and keep the Steering Committee membership updated.
 - The Steering Committee Membership is posted on the website.

5. Self-Study Chapter 1 - Changes to Program Updates

- Corinne showed the committee the template that is being used for program information.
- The original goal was to have the program updates done by winter break, but that deadline has been extended.
- Kudos to Linda Osborn for completing the Parenting Program Update.

6. Self-Study Draft 1

- We are making good progress and already have over 230 pages of information.
- The hard copy of Draft 1 was assembled by Karen King, Mid-City Office Manager.
- Dean Howell welcomes any feedback from the Steering Committee.

7. Focus/Work Groups

- Corinne and Barbara are reviewing the first draft of the focus and work groups to make sure that the groups have addressed all the WASC guideline questions and strengths/issues section.
- Corinne has already met with the Coordinator of the Curriculum Focus Group to provide feedback and will be giving feedback to the other 3 Focus group Coordinators.
- Barbara will be giving feedback to the Work Group Coordinators.

8. Self-Study Draft 2

- It is our goal to have draft 2 of the Self-Study completed by January 29.

9. Classroom Observations & Training (Marne Foster)

- Marne reviewed the timeline for the classroom observations and training.
- The observations need to be completed by the end of March.
- Originally the training was planned for Spring Flex (February 2); however, the Steering Committee felt that the observation procedures and form needed to

- be reviewed by members of our committee and Academic Senate. We decided to postpone the training until all stakeholders have given feedback.
- Marne will be sending out the draft of the Classroom Observation Form for the Steering Committee to review. Academic Senate will also need to approve the Observation Procedure and Form.

10. Spring Flex Plan – Accreditation (Laurie Cozzolino)

- Laurie reviewed the two-day schedule.
- General workshops will be scheduled on the first day. Institutional activities will occur in the morning of the second day and will include an update on Accreditation by Barbara, Corinne and CE's Researcher Jessica Luedtke. Program meetings will take place in the afternoon of the second flex day.

11. Website Update

- Dean Fischthal gave us an update on the website changes that are planned.
- She has explored several options (Drop Box, Google Docs, Educational Google Docs) for a repository which would be a vehicle for committee members to share and give feedback on the Self-Study document electronically. Educational Google Docs may be the best choice for our purposes.

12. WASC Postsecondary Website

- Barbara said that the WASC Postsecondary Website which includes training on the accreditation process will be linked to our Accreditation website.

13. CE Accreditation Newsletter Monthly Updates

- Barbara showed the Committee where the Accreditation Newsletter monthly updates are housed on the website.
- There are three monthly updates.
- Corinne discussed a topic for the next update. We decided to focus the update on what faculty can do to be involved in the Accreditation Process – e.g. making sure that their Course Syllabus includes Student Learning Outcomes.