

Accreditation Steering Committee
Unapproved Minutes
November 2, 2010
3:30 p.m. - 5:00 p.m.
Collins Conference Center

Attendees: Hamid Eydgahi, Joyce Ester, Nan Gomez-Heitzeberg (co-chair), Sue Granger-Dickson, Ann Morgan, Kate Pluta (co-chair), Klint Rigby, Kirk Russell, LaMont Schiers, Bonnie Suderman, Rachel Vickrey, Miranda Whipple

Absentees: Bernadette Towns, Rene Trujillo

Guest: Diana Kelly

1. Review and approve minutes

The minutes for October 26 were reviewed and approved.

2. Finalize and approve SEC faculty co-chair job description

The committee discussed changes to the job description and a consensus was reached to make modifications.

Action: Kate Pluta will change the last bullet point from “draft” to “report”. The paragraph written at the bottom of the page is to be deleted.

Update: Kate made the necessary changes and sent to the ASC committee for review.

Action: Kate Pluta will mention the revised SEC faculty co-chair job description to the Academic Senate this week. They will receive a final copy after approval has been made by the BC President.

Update: The Academic Senate sent out an announcement for interested parties to apply for the SEC faculty co-chair position with a deadline of Friday, November 19 at 12 noon.

2. Update from Nan regarding Barbara Beno workshop

Barbara Beno, Susan Clifford, and other representatives responsible for accreditation research met with various chief instructional officers at a recent workshop. The purpose of the workshop was to convey a continued communication between colleges and ACCJC. The representatives also encouraged campuses to participate in the accreditation process. Another part of the discussion was the guideline that campuses should be focused on with their own accreditation process, which included linking, planning, and budget.

3. Review our charge to see if we are on track - ASC Charge

The review focused on recruiting people to participate in the accreditation process.

4. **Suggestion to include the time of commitment of the SEC charge: 1 to ½ year**
 - a. Under each sub-standard a description of what is involved in the committee.
 - b. Classified members - what is a good way to get students and classified staff involved? A suggestion to interviewing classified personnel from different areas to get their thoughts on a sub-standard is a good start. What is the classified role in SEC?

Action: Kate Pluta will speak with Jennifer Marden regarding classified support roles.

Update: Jennifer Marden will speak with committees after reviewing the list of standards given to her to explain that the ASC committee is asking for participation.

Action: Kate Pluta will send out a description for each sub-standard to the committee.

Update: Kate sent out the description for each sub-standard to the committee.

- c. ASC would be the group to organize focus groups

What do we need to work on as a whole committee?

- DMTF - Linking decisions and budget should be addressed
- Responses to recommendations and planning agendas status - add to next meeting agenda

Action: Committee is assigned to review planning agendas in the mid-term report by the next ASC meeting. Also, the committee is to bring a copy of the Accreditation Mid-Term 2009 report to the next meeting.

Update: The committee talked about the planning agendas briefly and will be discussed in greater detail in future meetings.

Action: Kate Pluta will send out the planning agendas from San Diego to review.

Update: Kate sent out the planning agenda sample from San Diego.

Action: Proposal for committee to review (program reviews and unit plans) to get feedback for IEC committee. Add to the agenda in the near future.

Update: This item will be considered in the future.

Action: Ann Morgan to send instructional program review and unit plan template forms to the committee. Send ISIT plan along with templates.

Update: Ann Morgan sent program review and unit plan template and forms out to the committee.

5. **Next Meeting**

In two weeks:

1. Discuss Planning Agendas from the Accreditation Mid-Term 2009