

**Accreditation Advisory Group  
Meeting Notes  
August 22, 2012  
3:00-5:00 p.m.  
ATC 103**

In attendance: Jeanie Dewhurst, Ann Patton, Andy Kivel, John Freytag, Laurie Lema, Susan Lamb, Jeanette Peavler, Lindsey Lang, Mario Tejada, Ted Wieden, Sue Rohlicek, Peter Garcia

<b>1.</b>	<p><b>Agenda Review (Action)</b> The agenda is accepted as presented.</p>
<b>2.</b>	<p><b>Approval of May 17, 2012 Meeting Notes (Action)</b> The May 17, 2012 meeting notes are approved with the correction that Ann Patton was in attendance.</p>
<b>3.</b>	<p><b>Function/Role of Accreditation Advisory Group (Discussion/Action)</b> The Accreditation Advisory Group:</p> <ul style="list-style-type: none"> <li>• Develops a level of expertise on accreditation standards</li> <li>• Performs the editing functions on report drafts and makes sure that documents are reflecting evidence</li> <li>• Ensure that the documents are vetted through the college community</li> <li>• Adds the final validity stamp</li> <li>• Ensure that the report is written in a way that paints DVC in the best light that the evidence supports</li> <li>• Agrees on the philosophy for the accreditation report writers</li> <li>• Discusses new information and requirements coming from ACCJC</li> </ul> <p>After discussion, it was agreed that the advisory group will take over the accreditation responsibilities from the Institutional Planning Committee. Faculty Senate has already endorsed the advisory group. Ann will ask for Classified Senate's endorsement. Because the advisory group has been endorsed by the Senates, the formation of the group will go as an information item to College Council. The group discussed the need to expand involvement and structure for the self-evaluation membership.</p> <p><b>Support Needs</b> Susan explained the needs for a writer of reports. The writer will need to have technical writing skills, the ability to work with constituents, and the availability to attend workshops and governance committee meetings. Ann, Laurie, and Susan will develop the description. A request will go out as soon as possible asking for a letter of interest. Susan will be the hiring manager. The interview committee will be determined at the August 29, 2012 meeting.</p>
<b>4.</b>	<p><b>Training:</b> <b>Contra Costa College – October 12, 2012 (8 people)</b> Lindsay Lang, Ted Wieden, Newin Orante, John Freytag, Ann Patton, Susan Lamb, Andy Kivel, and the technical writer will attend the workshop. Susan will let Laurie know of further training sessions. Peter will call Jack Pond about any additional training dates and ask about holding a training session here at DVC. Sue will confirm the October 12, 2012 date.</p> <p><b>RP Group “Writing to SLO Proficiency” – October 5, 2012</b> Susan and Ted are going.</p> <p><b>Other</b></p>
<b>5.</b>	<p><b>Timelines and Reports</b></p>

	<ul style="list-style-type: none"> <li>• <b>SLO Proficiency Report - Oct. 15, 2012 (draft timeline)</b> The first draft will come to the advisory group on August 29. Mario, Lindsay, and Robert Burns will email the first draft of the report to the SLO committee for discussion at their September 7, 2012, meeting. Mario and Lindsay will attend the September 18, 2012, Faculty Senate meeting for an initial preview with the goal of final endorsement at the Senate's October 9, 2012.</li> <li>• <b>Substantive Change Report - November / March (December 2012 or January 2013)</b> An initial draft is due by December. The report is due 30 days in advance of the March meeting.</li> <li>• <b>Self-Evaluation Report – August, 2014 (draft timeline)</b> By the end of this fall, the oversight and committee structure membership should be selected. It was agreed to leave the timeline as is. Jeanie will send out the corrected timeline dates.</li> </ul>
6.	<p><b>Identifying and Addressing Outstanding Issues</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding Issues From Previous Reports</b></li> <li>• <b>Changes Coming From DOE and ACCJC</b></li> </ul> <p>Postponed until the August 29 meeting.</p>
7.	<p><b>Other</b></p> <p>Ted will list the DVC Accreditation Steering Committee folder on the Insite Portal with a date. He will make sure that all the documents on the Portal are up-to-date.</p>

**Next Meeting: August 29, 2012  
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