

**Accreditation Advisory Group  
Meeting Notes  
October 24, 2012  
3:00-5:00 p.m.  
ATC 103**

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

<b>1.</b>	<p><b>Agenda Review (Action)</b> Administrative Unit Outcomes will be on the November 7, 2012, agenda.</p>
<b>2.</b>	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Susan distributed a USB drive which contains the 2012 ACCJC documents.</li> <li>• The SLO Proficiency Report was officially submitted to ACCJC. It will go before the Commission's in January.</li> <li>• The Commission is currently revising the accreditation Standards. Peter and Susan will check with Dr. Beno to see what that means for colleges who are getting ready for their self-studies.</li> <li>• The fees for substantive change reports have increased.</li> </ul>
<b>3.</b>	<p><b>Approval of October 10, 2012 Meeting Notes (Action)</b> There was consensus approval of the October 10, 2012 meeting notes with one correction.</p>
<b>4.</b>	<p><b>Organization and Structure of Self-Evaluation</b> Advisory group members reviewed the spreadsheet worked on at the September 12, 2012, meeting. Laurie reported that Faculty Senate would like to see faculty co-leads on the Standards applying to academic matters.</p> <p>There was a discussion about what is expected of Standard co-leads:</p> <ul style="list-style-type: none"> <li>• Responsible for the initial drafts</li> <li>• Ensure that the work is completed</li> <li>• Gather the material</li> <li>• Identify the strong agreement points and any areas of contention</li> <li>• Determine and gather evidence as the sections are written</li> <li>• Use the ACCJC style guide evidence citation</li> </ul> <p>Co-leads need to be trained on what is required in their Standards. Committee members will be expertise based. Mario will convert the Guide to Evaluating Institutions helpful questions from PDF into a Word document. There will be a discussion about co-lead training at the November 7 meeting. Tasks and functions for the co-leads will be finalized at this meeting. Ann and Laurie will develop suggested co-lead names. These will be discussed at their consultation meetings with Peter. Co-lead names will be finalized at the November 21 meeting.</p> <p>Susan will work on a rough draft for the first sections of the self-evaluation. Ted will</p>

	<p>read the eligibilities and note which ones need further review.</p> <p>The college Mission Statement is due for review this fall. It was agreed that Ann and Laurie will take the Mission Statement to their Senates for feedback. College Council will review at its November 26 meeting.</p> <p>IT issues related to accreditation should be sent to Peter. Peter and Susan will then talk with Percy Roper and Chris Leivas.</p>
<b>5.</b>	<p><b>Substantive Change Report</b></p> <p>The report will include the MLT program and the areas that are now approaching over 50% of distance education courses. Susan will talk with Susan Clifford of ACCJC to see which way to handle the announcement of the new transfer degrees. Susan suggested using the original Substantive Change Report submitted in October 2011, take out the pieces that are no longer valid, and add the new pieces to the report. The goal is to have the new report completed by the end of the fall semester. Ted will let Becky know of the new changes that should be included in the report.</p>
<b>6.</b>	<p><b>Spring Meeting Dates</b></p> <p>The following spring meeting dates were agreed to. The meeting time will be 3:00-5:00 p.m. Jeanie will schedule the room.</p> <p>Jan 16, 30  Feb 6, 20,  March 6, 20  Apr 10, 24,  May 1, 15</p> <p>The timeline developed by Susan in August will be reviewed before the remaining meetings.</p>
<b>7.</b>	<p><b>Other</b></p> <p>Ted shared some lessons learned from his recent ACCJC visit. The big focus continues to be linking planning to resource allocation to program review and closing the loop. Allocation of resources in all areas of the college needs to be evaluated and the loop closed. Dialogue is the most important aspect of this evaluation. Department chair meetings and advisory committee meetings need to provide documentation.</p>

Meeting adjourned: 4:47 p.m.

Next Meeting: November 7, 2012  
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