

**Accreditation Advisory Group
Meeting Minutes
November 7, 2012
3:00-5:00 p.m.
ATC 103**

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

1.	Agenda Review (Action) The agenda was accepted as presented.
2.	Announcements The following people are going on accreditation visits: <ul style="list-style-type: none"> • Susan Lamb to Hartnell • Mario Tejada to Imperial Valley • Peter to Fresno • Kim Schenk to San Joaquin Delta
3.	Approval of October 24, 2012 Meeting Notes (Action) It was moved and seconded to approve October 24 meeting notes with a grammatical correction.
4.	Update on Mission Statement Classified Senate accepted the current mission statement on the contingency that after the strategic planning process is completed, the statement will be revisited. Faculty Senate will delay reviewing until after the strategic planning process is completed. Since Faculty Senate did not take a stand, and if there is no mutual agreement between the Senate and the president, the mission statement will remain as is, and presented to College Council members on November 26, 2012.
5.	Self-Evaluation Committee Assignments Compliance with eligibility requirements will be pulled from the recent substantive change report. Further names were brainstormed to those suggested by Faculty Senate. A recommendation was made to have someone dedicated to data collection (evidence gatherer). The physical processes conversation will appear on the next agenda. Susan and Becky will evaluate the evidence along with the first draft. The co-lead names will be finalized at the November 21 meeting. A recommendation was made to have Laurie, Ann, and Peter meet before the next AAG meeting to talk about co-leads.
6.	Training for Self-Evaluation Committees <ul style="list-style-type: none"> • What should be covered? Meeting facilitation (Kim and Rachel), ACCJC online training, scenarios and exercises (Ted and Susan). There will be two training sessions: an overview of ACCJC, introduction to the accreditation processes, and meeting facilitation. The second session will be on the logistics of the DVC self-study process with specific responsibility.

	<ul style="list-style-type: none"> • Who should be trained? Co-leads. Alternates will be identified as co-leads. It will be recommended that committee members complete the online ACCJC training. • When should the training occur? There could be two two-hour sessions during FLEX. The training will be videotaped and CCC Confer (archived) will be used. Mario will help with the electronics work. The college will be encouraged to view online materials. Training materials to AAG will be sent by email for information and feedback. Responsibilities will be included.
7.	<p>Timeframe for Self-Evaluation Committees</p> <ul style="list-style-type: none"> • Deadlines of work product to be accomplished • Description of deadline task details <p>Information will be provided as they are developed and provided to co-chairs during the training.</p>
8.	<p>Packet & Information for Co-Leads</p> <ul style="list-style-type: none"> • Responsibilities (notes from previous meetings-coordinate efforts, responsible for written documents, facilitates discussion/consensus and gaps, address conflicts) • Timelines • Steps in the process • Format requirements (headings, structure, etc.,) & template • Evidence-guidelines on types, use, where to gather, etc. (consider Jessica for work support to gather evidence to give to co-leads) • Contact individuals concerning questions, process, format, etc. <p>Tabled</p>
9.	<p>Update Substantive Change Report</p> <p>Becky is reviewing the first report. Sections have been sent to appropriate people for information. A beginning draft will be available at the December 12 meeting. Susan will call Susan Clifford at ACCJC to ask about how to provide the AA/AS transfer degree information.</p>
10	Other

Next Meeting: November 21, 2012
ATC 103