

**Accreditation Advisory Group  
Meeting Agenda  
May 1, 2013  
3:00-5:00 p.m.  
BFL CCC**

In attendance: Susan Lamb, John Freytag, Peter Churchill, Beth McBrien, Laurie Lema, Katrina Keating, Michael Almaguer, Sue Rohlicek, Andy Kivel, Lindsey Lang, Mario Tejada, Mike Chisar, Jennifer Tejada, Julie Catalano, Peter Garcia, Cathy Walton-Woodson, Sonja Nilsen, Beth Hauscarriague, Chris Leivas, Maria Barno, Kim Schenk, Claudia Eckelmann, Florence Espiritu, Becky Opsata, Newin Orante, Jeanie Dewhurst, Jeanette Peavler

<b>1.</b>	<b>Agenda Review (Action)</b> The agenda was accepted with the addition of: Future Meetings
<b>2.</b>	<b>Announcements</b> No announcements
<b>3.</b>	<b>Approval of April 24, 2013, Meeting Notes (Action)</b> The April 24, 2013, meeting notes were accepted as presented.
<b>4.</b>	<b>Introductions</b>
<b>5.</b>	<b>Review of Timelines and Expectations</b> Susan Lamb shared the timelines for accreditation and talked about expectations on the first draft. The first draft is due May 31, 2013. During the summer 2013, Susan will work with Becky Opsata to pull together a first comprehensive draft. The initial final draft will be completed fall 2013. Constituency approval will occur May 2014. July 2014 is the Governing Board approval. The self evaluation will be sent to ACCJC in August 2014. AAG and the Standard co-chairs will need to meet about once a month during fall 2013.
<b>6.</b>	<b>Membership Status</b> Susan shared a list of membership for each Standard and the people writing to the Commission Policies. As of today's date, there are no students on any of the Standards. Newin Orante will work with ASDVC. Suggested student names should be given to Newin who will share with the ASDVC advisor.
<b>7.</b>	<b>Review of First Draft</b> <ul style="list-style-type: none"> <li>• <b>Amount of content</b></li> <li>• <b>Evidence format</b></li> <li>• <b>Surveys (?)</b></li> <li>• <b>Gaps</b></li> </ul> <p>Susan asked if any of the co-chairs have concern, to contact her for individual meetings. If there are glaring gaps, Susan should be notified immediately. Surveys were used the last time because we were not in an ongoing evaluation process. Since the last accreditation process, several surveys have been completed. Questions on past surveys should go through Susan.</p> <p>References to the college's strategic plan should also reference the Institutional Planning Committee's report on the close-out of the last plan. Susan shared the template for Standards to use for evidence. She asked Standard members to make a</p>

	<p>Pdf copy of the evidence. The evidence will not be linked to the web. Standard committees should write the best possible statement about the college that the evidence can support.</p>
<b>8.</b>	<p><b>Commission Policies &amp; Recommendations</b>  The self evaluation report needs to report on the previous recommendations. Susan will go through the previous recommendations and assign primary group responsibilities. Susan will coordinate with the co-chairs when responding to the recommendations.</p>
<b>9.</b>	<p><b>Common Language and SLO Glossary</b>  Susan shared a glossary:  SLOs = student learning outcomes  PLOs = program learning outcomes  GELOs = general education learning outcomes  I(S)LO = Institutional learning Outcomes  SSLOs = Student Services learning outcomes</p> <p>Mario Tejada explained that it is necessary to have a common glossary in order to make it easier for a visiting team to read the college's report. Becky will begin a glossary and place on the Portal.</p>
<b>10.</b>	<p><b>Questions &amp; Answers</b></p>
<b>11.</b>	<p><b>Future Meetings</b>  It was agreed there will be monthly meetings, 3:00-5:00 p.m. with the Standards co-chairs and AAG beginning in the fall 2013 semester.</p>

**Next Meeting: May 15, 2013**  
**3:00-5:00 p.m.**  
**L 151**