

**Accreditation Advisory Group
Meeting Agenda
December 11, 2013
3:00-5:00 p.m.
Trophy Room**

Ted Wieden, Laurie Lema, Michelle Krup, Michael Almaguer, Maria Barno, Barbara Hewitt, Jennifer Tejada, Mario Tejada, Kim Schenk, Andy Kivel, Florence Espiritu, John Hanecak, Katrina Keating, Cathy Walton-Woodson, Becky Opsata, Jeanie Dewhurst, Rachel Westlake, Peter Garcia, Julie Catalano, Sonja Nilsen, Ann Patton, John Freytag, Newin Orante, Sue Rohlicek

1.	Agenda Review (Action) The December 11, 2013, agenda as accepted as presented.
2.	Announcements There were no announcements
3.	Approval of November 13, 2013 Meeting Notes The November 13, 2013, meeting notes were accepted as presented.
4.	Accreditation Visit – October 6-9, 2014 Ted Wieden explained that all three colleges in the district will have their visit during the week of October 6-9, 2014. He explained that the team chair and team assistant will visit the college about a month before the visit to finalize the logistics.
5.	Reading Assignments on Standards Each AAG member was assigned to read a Standard. The reader will meet with one of the chairs of the Standards to provide feedback. Wieden reminded everyone that the descriptive summary is where we describe how we meet the Standard and cite the evidence. The self-evaluation section is an evaluative statement based on the evidence in the descriptive summary. Planning agendas will be reviewed in the spring. Standards' teams have until Friday, December 20 to make changes and send the document to Becky Opsata. Co-chairs were reminded to place the evidence on the Portal in the Standard section and that the evidence should be in a pdf format.
6.	Spring 2014 Flex Planning There will be two morning flex workshops: January 8 and January 9, 10:00 a.m. – 12:00 noon. Two members from each Standard's team will be available for the feedback. The AAG meeting will be Thursday, January 9, 3:00-5:00 p.m. Andy Kivel and Ted Wieden will work on rooms. The goal is to have the meeting space close enough for people to go to more than one Standard. Becky Opsata, and Ted Wieden are working with Robert Burns to set up the draft self evaluation in Google Docs so that the original document cannot be changed, but allows for comments. Anonymous comments will not be accepted. Comments will go to the teams for assessment. Once the comments are evaluated by the Standards' teams, this draft will then be put into a final draft format by Becky Opsata. That version will go through the governance bodies for approval. Becky and Ted will send out at least two emails letting the college community know what the plan is and encourage everyone to read and participate actively. Becky will compile a document for each of the Standards.
7.	Pre-Flex Comments <ul style="list-style-type: none"> • What to say • Who says it <p>Feedback comments will have three prompts: (1) is the accuracy complete; (2) is it inaccurate, and (3) is there evidence to support the statement.</p> <p>Ted will include electronic instructions for feedback. There will be a reminder that comments have to refer to the Standard and that ACCJC does not enforce Title 5 requirements or State Chancellor's guidelines. Ted is also preparing a one page accreditation primer.</p>

8.	<p>Accreditation Web Page Ted Wieden met with Tish Young, Peter Garcia, and Chrisanne Knox about putting together a web page on the DVC website. It was agreed that the library folks and the Distance Education Committee members will be the test user group once the website is complete.</p>
9.	<p>Ruling on ACCJC Interpretation of Program Standards – Benchmarks Ted shared that he talked with Krista Johns, VP Policy at the Commission. Her recommendation is the college establishes benchmarks and program standards for the college as a whole. These benchmarks and program standards are the floor for all programs. Programs with external licensure and external pass rates have their own benchmarks and program standards. With that understanding, DVC is in good shape.</p>
10.	<p>Spring 2014 Meeting Dates</p> <ul style="list-style-type: none"> • January 9, 29, 2014 • February 5, 19, 2014 • March 5, 19, 2014 • April 2, 16, 2014 • May 7, 21, 2014 <p>Standards co-chairs should come to the January 9 and February 5 meetings.</p>

Next Meeting: January 9, 2014