

Accreditation Advisory Group (Expanded)
Meeting Notes
February 19, 2014
3:00-5:00 p.m.
Trophy Room

In attendance: Ted Wieden, Laurie Lema, Florence Espiritu, Katrina Keating, Beth McBrien, Michele Krup, Becky Opsata, Mario Tejada, Jennifer Tejada, Andy Kivel, Cathy Walton-Woodson, Ann Patton, John Freytag, Rachel Westlake, Newin Orante, Peter Garcia, Ellen Kruse, Tish Young, Mike Chisar, Rene Sporer

1.	<p>Agenda Review (Action) The February 19, 2014, meeting agenda approved as presented.</p>
2.	<p>Announcements</p> <ul style="list-style-type: none"> • The Community College Survey of Student Engagement will be going out in March. The results will be available in late July. • Becky Opsata will email a draft of each Standard to the Standards' co-chairs as she completes the writing. • The college's annual report is due March 31. John Nahlen is working on the fiscal report, and Ted Wieden is working on the general sections.
3.	<p>Approval of January 29, 2014 Meeting Notes The January 29, 2014, meeting notes were accepted as presented.</p>
4.	<p>Review of Previous Recommendations (reading assignments) AAG members reported out on their reading assignments.</p> <p>Recommendation 1: minor corrections and a couple of suggestions were given. Recommendation 2: Updated information in the governance areas was added. San Ramon Campus information will be included. Recommendation 3: There are a couple of places for additional evidence to close the loop. Recommendation 4: No report because Lindsay Lang was out sick. Recommendation 5: There were some questions on dates and times. Recommendation 6: Everything seems covered. ER 19: More fact checking is necessary Recommendation 7: Everything seemed covered ER 10: There are a couple of places where the dots may not be well connected.</p> <p>Ted will talk to the District about District Rec 1 and the lack of information after 2011.</p>
5.	<p>Actionable Improvement Plans From Writing Teams These actionable improvement plans are proposed at this point.</p> <p>1A: no plans 1B: no plans at this point IIA: There are a couple of issues: units to hours; program review for small programs; and GELOs/ILOs assessment methodology. The committee will continue to work on the issues. IIB: no plans IIC: The committee is still writing. There may be one improvement plan in</p>

	<p>tutoring.</p> <p>IIIA. No plans</p> <p>IIIB: Schedule of inspections for buildings: the Budget Committee is making this recommendation through the governance process. There were a couple of other suggestions that need further research.</p> <p>IIIC: the District will be developing a district technology master plan. The college will begin working on more sustainable support for the web based programs. It was suggested that self-recommendations should be vetted through governance and operational decision making process. Andy Kivel will verify that the sustainable support for the web-based programs is in the Technology Master Plan. The narrative in the Standard should talk about the level of dissatisfaction with IT.</p> <p>IIID: Evaluate the effectiveness of incorporating college wide plan resource requests into program reviews. Make changes for improvement if necessary.</p> <p>IVA and B: no plans.</p> <p>There was considerable discussion about how to combine IIID and IIA (programs). Ted will develop draft text for the Standard teams to follow.</p>
6.	<p>Status of Gathering Evidence</p> <p>Ted reported that evidence should be clearly titled. He has support staff who can help pull evidence. Hard copies of the evidence are no longer necessary.</p>
9.	<p>Status on Responses to Commission Policies</p> <p>Comments have been given on the draft responses to the Commission Policies. Ted encouraged AAG members to read and provide feedback on the responses to the Commission Policies and the Introduction prior to the March 5 meeting.</p>
10.	<p>Accreditation Web Page (Review)</p> <p>Ted reviewed the draft web page. Information should be provided by most recent. The term "historical" will be changed to "past".</p>
11.	<p>Plan for Visiting Team (logistics)</p> <p>There are two issues to address: communication to prep the campus; and the visit itself. Peter Garcia shared that on the days of the visit, we will need to populate a morning reception, and open forums. Campus leaders should keep their calendars clear. The visit team will send a pre-list of those they would like to meet with. We will probably know the names of the team sometime in August or September.</p>
12.	<p>Executive Summary</p> <p>Ted reported that because our report is so long, there will be an executive summary for college community members.</p>
13.	<p>Review Changes to Commission Policies</p> <p>Ted has gone through all the suggested changes to the Policies. Mid-April is the deadline for feedback. Laurie Lema suggested reviewing the changes to both the Policies and the Standards as a group.</p>
14.	<p>Review Proposed Changes to Standards and Eligibility Requirements</p> <p>Ted has gone through most of the suggested changes to the Standards and the Eligibility Requirements.</p>

Meeting adjourned: 5:00 p.m.

Next Meeting: March 5, 2014