

ACCREDITATION STEERING COMMITTEE (ASC)


MEETING



Monday, May 9, 2011: 3-5 PM

In attendance: Mohamed Eisa, Michael Gong, Ray Goralka, Susan Lamb, Judy Myers, Despina Prapavessi, Emily Stone, Ted Wieden

Note-taker: Shemila Johnson

Item #	Topic / Activity	Outcome/Next Steps
1	Agenda Review	Add following items to the agenda: <ul style="list-style-type: none">• Commission June 8th agenda• Committee Self Evaluation• Committee Survey• Planning for August FLEX activities
2	Announcements	Gong shares that our WebCT is currently an unsupported version (4.6) of Blackboard; he feels one of three scenarios could occur: <ul style="list-style-type: none">• Keep rolling dice (system is not supported)• Upgrade to Blackboard 9 (expensive)• Use cheaper version
3.	Results of formal notification letter to ACCJC for Substantive Change	<p>Group approved the draft letter that Wieden compiled. He received an email from ACCJC indicating notification received and awaiting the sub change proposal by May 30, 2011. Document would be 140-150 pgs, postponement granted to Fall 2011 (due date undecided as of now).</p> <p>Distance ED sub change will be modeled from San Diego Mesa Community College report. The intent is that the draft version should be available for review by Fall 2011 for the first meeting of IPC. Meyers suggests process go through Faculty Senate due to the importance of the subject.</p> <p>Wieden explains that we meet minimum standards for ensuring that students who are enrolled in distance education courses are the ones that are doing the work (required for compliance with title IV). We have unique log-in and password (part of WebCT) as needed and we fulfill the minimum criteria at the moment.</p>
4	Draft Focused Mid-Term Report to ACCJC (on the Portal)	Wieden displayed the most recent version of the report from the portal. Myers, Goralka, Eisa and Young sent Wieden comments and are comfortable with the way the document reads (as modified).

		<p>Wieden will look at the following items:</p> <ul style="list-style-type: none"> • Review 2A and 2G • March 1, 2011 item 6 • Add District Leadership Institute information on #18, Wieden solicits other information. • Decision making process needs to be addressed in item 20. • Wieden to research facilities group information and possibly add to item 20. • Bullet item 26 • Standardization of GL#'s across divisions • New PCN's • Linking • Governance co-chairs meetings needs to be added to the IPC sentence • ED Planning check • Cabinet check (Dardin's #'s) • Add information about closing of Walnut Creek center. <p>With changes is committee comfortable with Wieden sending draft to the governance committees and constituent groups? Group reached consensus to move forward with changes and submitting to governance and constituent groups.</p> <p>Wieden states that IPC/ASC members may be asked to attend meetings and explain the report or answer questions regarding the report. Wieden assures group he is willing to attend meetings when available to do so.</p>
5.	Status of College Improvement Plan	Garcia, Wieden and Dewhurst will go through the 95 items on May 23 rd and report back to the ASC. Wieden will send an email communication regarding the evaluation of the items for discussion during Fall semester.
6.	<p>ACCJC Annual Report</p>  <p>Annual Report Questions.pdf</p>	<p>Handout provided. The report is due June 1, 2011. A financial component is needed, in which Wieden has forwarded to Chris Leivas. Remainder of the report is sent to the college ALO. Wieden broke up the questions on the handout and divided them up based on the subject area:</p> <ul style="list-style-type: none"> • Wieden will work on 1-4, 24-26 • Eisa will work on 5-13, 22-23 • Kim Schenk will work on 14-15 • Faculty Senate & SLO Committee will work on 16-19 • Donna Floyd will work on 20-21 <p>Wieden explains that it is not clearly defined how the ALO prepares the report and President submits it. Wieden will send report out to group as an FYI.</p>
7.	Calendar for next year	<p>IPC/ASC Fall 2011 semester meeting information:</p> <ul style="list-style-type: none"> • Wednesday afternoons

		<ul style="list-style-type: none"> • BFL-210 or L-151 • 2:30-4:30pm • 1st and 3rd Wednesday's of each month (unless special circumstances) • Aug 24th (ASC) • Aug 31st (ASC) • Sept. 7th (IPC) • Sept. 21st (ASC) • Oct. 5th (IPC) • Oct. 19th (ASC) • Nov. 2nd (IPC) • Nov. 16th (ASC) • Nov. 30th (IPC) • Dec. 7th (ASC)
8.	<p>Commission June 8th agenda</p>  <p>JUNE 8TH ACCJC MEETING AGENDA.pc</p>	<p>Handout provided. Wieden went through the letter and items listed to share with the group the specific items related to DVC:</p> <ul style="list-style-type: none"> • Letter B (#2): has capacity to impact DVC • Letter D (#2): DVC must develop policy or procedure demonstrating how we link contact hours to degrees and certificates awarded. We must use the Carnegie unit. We have until July 1, 2012 to get this done. • Letter E (#2): one item we have to address on this, we must publish for all adjunct faculty members their degrees, dates and institution conferred. Wieden obtained a spreadsheet from District with the adjunct faculty information. • Item A (#3): Curriculum committee will work on obtaining information regarding Distance ED. • Item C (#3): Federal financial aid dollars. • Item D (#3): Integrity and Ethics statement for all employees. • Item E (#3): institutional closure on multi college districts. <p>Wieden will brief the group on the outcome of the June 8th ACCJC meeting.</p>
9.	<p>ACCJC Committee Self Evaluation</p>  <p>Committee Self Eval Form.pdf</p>	<p>Handout provided. Wieden added ASC name to the document. He also added major accomplishments of the committee. Group agreed on accomplishments listed.</p> <p>Group discussed the ASC committee charge stating, "We don't have a charge because we are a sub-committee of the IPC committee." Discussion surrounding if the group needs to officially become a committee or task force with specific reporting relationship and charge was had. Does the charge of Accreditation need to be given to another committee?</p> <p>Eisa suggests taking this topic to College Council. He suggests separating the ASC vs. IPC due to perception of committee tasks. Committee needs to be more visible to</p>

		<p>campus community. He feels IPC work can be diluted by the heavy work of ASC that will take place in the upcoming semesters.</p> <p>Stone suggests group revisits the charge of IPC and possibly separate ASC & IPC.</p> <p>Lamb suggests looking at specific decisions that need to be addressed, how they are carried out, etc.</p> <p>Discussion of decision making process. Eisa suggests explanation of relationship among committees and decision making.</p> <p>With regards to the ASC group, Wieden needs group members that are committed to the cause of the group and the constituency is represents. Desires training from ACCJC for committee members.</p> <p>Group decides to revisit membership of ASC. Recommendation that members of ASC be seasoned with accreditation experience/knowledge. Eisa suggests representation of Equity committee be included.</p>
10.	Committee Survey	
11.	Planning for Aug FLEX activities	August 9 th convene college wide committee leads meeting.

Next Meeting: August 24, 2011
Location: _____