



Shasta College

ACCREDITATION STEERING COMMITTEE

MINUTES

Wednesday, April 29, 2009
Board Room, 8:00-9:00AM

Present: Brad Banghart
Dr. Bill Cochran
Dr. Lenore Frigo
Lisa Lanctot
John Livingston
Doug Manning
Deborah Parisot
Dr. Ralph Perrin (Arrived at 8:23 a.m.)
Carolyn Salus-Singh
Sandra Hamilton Slane
Eli Worden
Diane Yorks

Absent: Dr. Catherine Jackson

1. Call to Order

The meeting was called to order at 8:00 a.m.

The minutes from the Accreditation Steering Committee meeting held on April 1, 2009, were accepted with no changes.

It was moved by Lenore Frigo, seconded by Eli Worden, and carried to accept the minutes from the April 1, 2009, Accreditation Steering Committee meeting.

2. Discussion/Action

a. Review and Accept Bylaw Edits

Dr. Bill Cochran said he took the bylaws to College Council. There were a few suggested edits but they didn't change the context, just the verbiage and format. Dr. Cochran said on page two, under 2. Steering Committee Working Principles, the fifth bullet uses the word *assure* but *ensure* might be a better word. John Livingston said he liked ensure. The group unanimously agreed. On page three, 6. Term Lengths of Members, the first sentence should read, "except for members whose membership is contingent on their positions." Also on page three, 7. Member Responsibilities, the first four bullet points should be a complete sentence, "all members" instead of "any members." On page four, 8. Election and Term Length of Co-Chairs, the word "Steering" should be

removed. On page five, the word "Steering" should be removed from, 11. Steering Committee Evaluation Process, and 12. Steering Committee Bylaws. Under the second bullet point, 12. Steering Committee Bylaws, the word "simple majority" should be changed to, "Bylaws may be changed by vote of Committee members."

John Livingston asked if there were any comments or concerns. There was no response. Dr. Cochran said that if anyone finds any more changes to let him know.

b. Questions about the Accreditation Process and Clarification of any Concerns

John Livingston said that there was a lot of material to look through. He suggested that if there was anything on people's minds, to bring it up and Brad Banghart and Dr. Cochran would be happy to field it.

Lenore Frigo asked if we are looking more toward our next full process, monitor where we are and see how we're progressing. Dr. Cochran said we're closer to our full process and we'll formalize where we're at. Ms. Frigo said regarding the SLO requirements, between the newsletter we received from ACCJC, it gave specifics on how they want SLOs documented. Dr. Cochran said it's not mandatory but reasonable to be with the curriculum document. He said in that communication, it seems like visiting committees are trained to look for that and we may want to look at course outlines for samples. Dr. Cochran said SLOs having to do with curriculum is a statewide senate issue. This is where they blend as the commission is interested in the integrity of programs and how they're offered. Ms. Frigo asked who is responsible. Can the commission say we have to do it when it's a statewide Academic Senate issue? Dr. Cochran said there has been discussion going on surrounding the whole issue. The Department of Education is the one that controls the accrediting commission.

John Livingston asked if there was any likelihood that the work we've done so far won't be in alignment with standards being sent down. Dr. Cochran said the work we've done is fine for the requirement. This is another issue about actually including SLOs on the official course of record. Many colleges have separate records. They want something official in the course outline. It increases our paperwork because with the process of having SLOs, you make changes and then you have to go back and revise the outline of record, back to the formal process. You take the revision, file it, and have it approved by the curriculum committee. The original intent was to be flexible and helpful but now it's more rigid.

Mr. Livingston asked if there was any idea on when they'll make a decision on the guidelines and standards. He asked if we're a year out. Dr. Cochran said we could be, we just don't know. Dr. Cochran said it depends on when the Department of Education reaches an agreement. They have a consultation council where constituents from all over the country sit down and advise them.

Mr. Livingston asked if anyone had any further questions or concerns. Carolyn Salus-Singh asked what the different color fonts signify. Brad Banghart said in 2005, we color coded four standards for visual purposes. He said it looked good and was easier to read. Ms. Salus-Singh asked with the volume of information, where do we start. Dr. Cochran said start with Standards. Read through it and see what they are looking for. Then look through the communications we've received from Barbara Beno at ACCJC which describes how they are interpreting. Ms. Frigo asked if it's the same standards as last time. Mr. Banghart said it's a thematic schematic. They were pushing themes and now we have rubrics.

John Livingston said everyone should read the material over the summer. He said we'll probably have more questions when we meet in September. Brad Banghart spoke of doing an on-the-job training session to guide and review standards and processes. Ms. Frigo asked if we can have guiding questions or specific things we're looking for. She said she's read many of these before and can't imagine just going through it and reading it. Mr. Banghart said in 2005, we did a series of two hour sessions where we brought people in and discussed expectations. Dr. Cochran said it's good to go through the materials first because if you rely on the training sessions, it's just a piece but not all of what's in there.

John Livingston said he likes the idea of a training. We're still figuring out questions we need to ask. Dr. Cochran said next year is a critical year as we'll be getting ready for our self-study. This group will go through an ACCJC training for self-study. The training will be in-depth and will address what is expected of us. All of the information obtained will be brought back to campus. Mr. Livingston asked where the training will take place. Dr. Cochran said they usually take place in the fall and spring, and are some place central like Sacramento. Brad Banghart said there is an evaluator's handbook. It will give everyone a better understanding of what they are looking for and how to put it all together.

Mr. Livingston asked if there was anything else we need to discuss. There was no response. He announced the next meeting will be taking place on September 2, 2009 at 8:00 a.m. in the Board room.

It was moved by Diane Yorks, seconded by Eli Worden and carried to adjourn the meeting at 8:35 a.m.

Respectfully submitted,

Nancy de Halas
Secretary to the Committee