



Shasta College

ACCREDITATION STEERING COMMITTEE

MINUTES

Monday, January 25, 2010
Board Room, 3:00-4:00 PM

Present: Brad Banghart John Livingston
 Dr. Bill Cochran Doug Manning
 Debbie Goodman Deborah Parisot
 Sandra Hamilton Slane Dr. Ralph Perrin
 Dr. Catherine Jackson Ramon Tello
 Lisa Lanctot Eli Worden

Absent: Sue Brix

1. Call to Order

The meeting was called to order at 3:02 p.m.

The minutes from the Accreditation Steering Committee meeting held on November 11, 2009, were accepted with no changes.

It was moved by Deb Parisot, seconded by Doug Manning, and carried to accept the minutes from the November 11, 2009, Accreditation Steering Committee meeting.

2. Discussion / Action

a. Update on Committee Assignments

Dr. Bill Cochran spoke of figuring out faculty staff co-chairs and then putting all the committees together. Once the co-chairs are chosen, that is when we lay out the whole process. Dr. Cochran asked Brad Banghart how we should proceed on choosing the co-chairs. Mr. Banghart said that last time, we put out the request. He mentioned that President Lewis made a spiel at the college address on flex-day. We don't have a comprehensive list of people and should send out another call for participation e-mail to staff. We should also do an e-mail specifically to people interested and ask them to bring people in. Mr. Banghart said it's a collaborative effort. People say they want to participate but they don't do the work. He said it helps when interested people recommend folks. Once we get so many in, there will be a core who will want to participate.

Mr. Banghart said that in 2004, we had 72 actively engaged participants. The more people involved, the less the workload. Lisa Lanctot asked how many have shown interest. Mr. Banghart said 12-14 people. We have an Administrative Academy group and there are 5 interested. The Administrative Academy is for people thinking about going into administrative roles.

Mr. Banghart said that he and Dr. Cochran spoke of having the option of serving on both the Steering Committee and the Standards Committee. There are pros and cons with that. Last time we took primarily administrators on Standards and put them on the Steering committee. It didn't work well as they were focused on their Standards. This committee should take a step back and have a more critical view. This committee can give recommendations to the writers and have a common language with the documents.

Dr. Cochran stated that if anyone here has a burning desire to sit on one of the other committees, they are more than welcome. He said we envision this committee to be an oversight group to look at the big picture as it comes in and to look at the drafts. Dr. Cochran said that Cathy Anderson and Susan Meacham have agreed to be the editors of the self study. They both understand how the pieces fall together and they are not afraid to say anything negative. They were great with the midterm reports.

Dr. Cochran said as we look for members to add to our list, you as a committee member can help too. Dr. Cochran said to feel free to recruit people you think would be good with clear thoughts in specific areas. Mr. Banghart said that once the committee structure is defined, it's not difficult to answer questions as it's pretty straightforward with access to the internet and documents. It's simple with updates on the web. Previously, getting data was the hardest part but for this committee, it will be kind of fun as we can start seeing what people are writing and see the various perspectives.

John Livingston agreed that another call for participation would be valuable. He said that Lemoine Waite said she wants to be involved. People out there are holding back until the semester gets rolling and they are waiting until after student census day. Doug Manning said that the first week of school is always very busy. Dr. Cochran said that once we have the call for participation due date, we'll get the list and go through it. Mr. Livingston asked with the people who have responded, should we plug them into a specific area. Brad Banghart said no. If they've done it before it helps to put them where they worked last as it will save us time. The challenge is getting them in the right fit. Dr. Cochran said we should all work together on this and then bring it back to him and Brad Banghart. Mr. Livingston said that if we have adjustments, we can make them.

Catherine Jackson said that staff have been wanting to know how much time it takes to co-chair or just be a member and they want to know how to negotiate it with their supervisor. She asked if there was an expectation to work on the weekends. Sandra Hamilton Slane said that the more we know the better we can work with people. Brad Banghart said that last time the co-chairs were given the time off. All members had different experiences. Dr. Cochran said that once you get flowing as co-chairs and groups organize and decide who is going to work on what, that is when people decide when they will do the work. We don't know how much time it will entail. Dr. Cochran said that once you

address topics, things will get more intense across the four standards with redundancy. We need to be using the same references and data. Dr. Cochran said it sounds nitpicky, but the committee expects evidence and documentation to jive throughout the whole study. Conflicting statements and references cause problems. Dr. Cochran said that this is where this group plays a critical role to see if everything lines up. Can we back up what we say with evidence. The real job of the chairs is to stay on top of all of this.

Dr. Cochran said that when the accreditation visitors come, we'll have tons of on-line resources available but will need hard files for them to reference in case the computer system goes down.

Dr. Cochran recapped the meeting by saying a call for participation e-mail will be sent out from the President's Office. This group will recruit and get folks to respond after the student census. Dr. Cochran said that he and Brad Banghart will get together to come up with ideas on co-chairs, and figure out how to answer the question on the time involved in being part of the committee. Deb Parisot said that legally by contract, it probably has to be done on work time. Deb Parisot said there is a big difference between being a committee member and being a chair. There is a bigger commitment being a chair. The committee member takes little pieces and the chair puts it together and the standard chair puts separate pieces together to work on. Ms. Parisot said that if people are interested in technology, they should talk to people who worked on that area last time. Each area takes a different amount of time. Ramon Tello said people would be more interested if you give them a description of each standard to generate interest. Particularly for people who haven't ever been involved.

b. Plans for Spring '10

Dr. Cochran said that after we come back together and meet as a committee two weeks after the student census date on February 4, we'll finalize the co-chairs and call a meeting a week after that to give them lead time. We'll go through the detailed organizational chart and structure of all chairs. We'll populate the committees with worker bees and then we'll be off and running.

c. Meeting dates for Spring '10

John Livingston proposed meeting on February 24 and asked if that was enough time to organize the chairs. Brad Banghart said yes. After that meeting we'll schedule a general meeting for chairs. After much discussion, it was decided that the committee would meet on Tuesday, February 23 at 7:30 a.m. in the Board Room.

3. Other

Brad Banghart said he'll send out the documentation for chairs in an e-mail so this group can see what's been submitted in the past.

4. Announcements

John Livingston asked if there was anything else we need to cover. There was no response and no announcements.

5. Adjournment

The meeting adjourned at 3:37 p.m.

Respectfully submitted,

Nancy de Halas
Secretary to the Committee