



ACCREDITATION STEERING COMMITTEE

MINUTES

Wednesday, May 18, 2011
Board Room, 7:30 a.m.

1. **Call to Order**

Sandra called the meeting to order at 7:34 a.m.

Present:

Brad Banghart
Marc Beam
Bill Cochran
Debbie Goodman
Deb Parisot

Ralph Perrin
Sandra Slane
Lisa Stearns
Ramon Tello

Absent:

Nancy deHalas
Doug Manning

2. **Discussion / Action**

a. Approval of Minutes from April 20, 2011

Motion to approve: Parisot/Tello

Second page, second to last paragraph: "Sandra said the steering committee is an ongoing committee and makes sure that these things are being addressed." Ramon said "these things" is not clear and asked for clarification. Sandra said her point was that they don't disband once the accreditation visit is over.

Marc noted the following correction to the last paragraph on page 1: "Sandra didn't think he will be able to do that with his teaching schedule."

The motion to approve with corrections carried unanimously.

3. **Annual Review of Steering Committee By-Laws**

Discussion included the following issues:

Ramon said he would like the role of the co-liaison officer addressed. He would also like the committee to consider having the co-liaison serve as co-chair.

Ramon questioned the intent of the last paragraph under #11 Committee Evaluation Process. What is the committee responsible for initiating and organizing? Sandra said the Accrediting Commission calls it a self evaluation and we call it a self study. Ramon asked if we should be in charge of the self evaluation of the accreditation process, because he thinks that is something that College Council should do. Marc said the language indicates we are responsible for getting the study done. Evaluation of the process is something that College Council does. Bill said the whole purpose of establishing a standing Steering Committee is to drive the process, and that includes evaluating the process to ensure it is solid. College Council's role is then to ensure this committee fulfills that role. As you do assessments of your effectiveness, that information is then taken to College Council to validate whether this committee is going the direction intended by College Council. You will still assess whether the process has been effective or whether other organizational things need to be put in place. That would then be brought to College Council as well and any recommendations to the college.

Ralph said that the statement in question is meant to evaluate this committee – not the self study. We are responsible for the process and evaluating ourselves.

Bill said if they are going to talk about self study and self evaluation as the big process, then you can use different terminology, such as internal assessment of this committee's functions, to avoid confusion.

Ralph suggested, "The Committee will be responsible for initiating and organizing a review and an assessment of the self study process."

Ramon asked Sandra if she was willing to be the liaison and co-chair. Sandra responded, yes. Ramon said that is a suggestion by WASC. It was agreed that the bylaws should state that co-chairs will be one administrator and one faculty member. The accreditation liaison officer, whether faculty or administrator, may also serve as a Steering Committee co-chair.

There was also a question regarding the number required for a quorum or making a motion. Bill said a quorum 50% plus 1. Once you have a quorum, you need a simple majority. Bill reminded them that this committee, as a participatory committee, only makes recommendations.

Sandra asked that any suggested changes be sent to Ramon.

Deb asked who tracks the membership term lengths. Sandra said she is putting that information together.

4. Update on Drafts – next steps

Sandra said they have received all the drafts and are not taking new information. They are also holding meetings with each of the standard groups. They had one meeting yesterday and it was very effective. It helped the people on that standard understand what will be happening with their draft from this point on. There was quite a bit of feedback from the individuals on that standard about what they need for a better process next time. She has notes on the feedback and recommendations.

Bill suggested that this committee provide an update of the process at the general session on fall flex day. You can familiarize faculty and staff with the process and outcome so that the document is not a surprise to them. If they are then approached by someone on the visiting team, they will be better prepared.

5. Steering Committee Membership

Sandra said we will have a new student representative next year. She contacted the Student Senate for the name of a new student rep. Sue Loring has two faculty who have expressed interest

in filling the slot vacated by John Livingston and will forward that information once a decision is made.

6. Steering Committee Annual Update

Sandra stated she presented this to College Council yesterday and it was accepted. She will be giving this same report to the Board to help them get prepared.

Sandra said she is trying to convey the tight timeline between now and August. College Council has scheduled a special meeting on 6/30 to make their recommendation.

Ramon asked if resources have been allocated to get the document into final form. Sandra responded Gary has given his assurances that the resources are in place to make sure this gets done.

7. Other

Self Study Planning Agenda:

Marc said everyone did a great job on the drafts but the Planning Agenda are rough. Many writers have shared they just didn't know what to put there. We need to show a common vision that we know what we need to do and how we will do it. We don't want many – maybe six or less. It depends on how many major issues we can combine. The editors are not expected to write the Planning Agenda. Their purpose is to create a document that reads with one voice and without disconnects.

He asked the committee how they wanted to proceed with this issue. He suggested there be a small group to pull together a document with common themes that is actionable. Sandra said it can't be in a rough format when it gets to College Council. Bill said Marc's suggestion for a small group might be good. Sandra said they would like to ask someone from College Council to sit in on that, as well. Ralph said he is willing to serve on that and feels we need to move pretty quickly.

Ramon said he thinks redundancy is ok and is something the visiting team will expect. Bill said redundancy is part of the natural process. Unless you see redundancy across the document, how do you put a value on it? It is not necessarily a bad thing.

Sandra said she would get that meeting together for the first part of June.

7. Announcements

Next scheduled meeting: June 15 at 9 a.m. in the Board Room

8. Adjourn

Motion to adjourn: Tello/Goodman. The motion carried unanimously.

The meeting adjourned at 8:23 a.m.