



Shasta College

ACCREDITATION STEERING COMMITTEE

Minutes

Thursday, November 10, 2011

Board Room, 8:00-9:00 am

Call to order 8:00 a.m. by Sandra Hamilton Slane

Members Present

	Peggy Moore	
		Sandra Hamilton Slane
Debbie Goodman	Ralph Perrin	Ramon Tello
	Shelley Presnell	

Members Absent

Marc Beam	Doug Manning	Lisa Stearns
Nancy de Halas	Debbie Parisot	Kenny Brewer

Approval of Minutes- October 13, 2011. Goodman / Tello.

Discussion- One change noted, Debbie Parisot was absent from last meeting.

Sandra informed the group that campus wide we are working on a different model of minutes. She will be meeting with a group of secretaries in the next couple of weeks to brainstorm on a different model of minutes for the purpose of improving communication campus wide.

Debriefing- Accreditation Site Visit

Ramon sent an e-mail to all full time faculty regarding the 90 minute accreditation tutorial available online. The accreditation site visit went well, and now the next step is to wait for the report from the commission.

Summary reports of surveys

The purpose of the surveys is to identify primary suggestions for future accreditation self-study processes. This group is looking at putting together a document that states what was learned about the process, and their own observations. There are roughly three (3) categories that need to be addressed:

- 1) Formatting the document,
- 2) Roles and responsibilities
- 3) Training

After a thorough discussion, the following additional suggestions and observations of the Accreditation Steering Committee were made:

- Different/better surveys
- How to construct a useful and understandable instrument
- Sharing of information with constituents
- Constituents need to be more well defined
- Keep the entire campus informed of the process and stages of the process
- Deadlines and Timelines

- Keep communication/information brief and to the point, and in front of everyone
- Synthesize the process with a brief statement that is sent out to all committees
- Keep intrinsic value base and institutional effectiveness in the forefront
- Front load with resources
- Collect a depository of information/resources, centralized and readily accessible
- Archiving method that is user friendly with summaries at the top of documents
- Contact Janet Albright about organizing institutional evidence
- What do we share?
- What do people want to know?
- How will notes and minutes be managed?

All agreed the themes listed were good, but the timelines were an issue, and that this group should not micromanage the project because the writers are the experts. The committees need to start thinking about what feeds into an Accreditation Standard, but this group needs to figure out what it looks like first. The goal is to get it done into a useful document.

Sandra will come up with the three (3) categories using the debriefing minutes and then will submit her findings back to this group for review.

Agenda items for remaining academic year

- Accreditation Basics online training- 90 minutes, big picture and overview. This could be a part of faculty training.
- Review of new accreditation manual- Marc and Sandra compiling an overall working glossary.
- Evaluate the ASC process, with data, evidence, debriefing notes, etc.

Other- Education Master Plan (EMP) focus groups. The focus groups are made up of faculty, classified, students and administrators so that everyone can participate on the EMP. All data needs to be collected by the end of November 2011 and it needs to be completed by May 2012.

Next meeting – December 8, 2011.

Sandra asked that all members e-mail her with their available times for the final meeting of 2011.

Adjournment- 8:57 a.m.