



Shasta College

ACCREDITATION STEERING COMMITTEE

Minutes

Thursday, March 13, 2012
Board Room, 2:30-3:30 PM

Meeting Call to order 2:33 PM by co-chair Sandra Hamilton Slane

Committee Members Present					
x	Marc Beam	x	Peggy Moore		Shelley Presnell
	Kenny Brewer	x	Doug Manning	x	Sandra Hamilton Slane
x	Nancy de Halas	x	Debbie Parisot	x	Lisa Stearns
x	Debbie Goodman	x	Ralph Perrin	x	Ramon Tello

Guests		
Kathryn Gessner		

Marc introduced Kathryn and said that she will be doing some of the writing of the plan and he will assist her with any data needed. Kathryn is sitting in on the meeting today to further her knowledge and get a sense of the process.

Approval of Minutes- February 14, 2012. Stearns/Parisot. Discussion- Two minor corrections noted. Pg. 1, clarification on the To Do List and Pg 2, change the word closer to closure. Sandra called the questions to accept the revised minutes as amended. Motion carried unanimously.

Discussion/Action

Reports– Summary of EMP focus groups- *Marc Beam (Handout, focus group summary)*

Marc gave an overview of the results from each focus group conducted. Many people were involved, including staff, faculty, community members, administrators and students. All content was tape recorded and put into a word document. The online versions have been made available to the public. Each group had four overarching questions. One of the strong themes that came out was the personalized connection that students want with the college. Sandra added that we need to consider the different life style expectations that people have, and at least acknowledge this and keep it in the forefront of our writing. We had some criticism about our website, that it was difficult to navigate and that we don't advertise well. Others do not see Shasta College as a leader in the community, so maybe we need to look at what the expectations are for our service area. We need to connect better with the public and increase a college going culture in our tri-county area. Marc said we will use this data for analysis and justification when writing the EMP. Some of the information received in the focus groups may not easily align with writing the planning documents, but it may still be information that we need to consider and think about.

Follow up Reports- Sandra said she has been working with Joe Wyse on mapping out the parallel processes of all the documents.

- Program Review – *Peggy Moore*

Program Review is well underway, and they are working out the kinks.

- SLOs – *Shelley Presnell and Cathy Anderson*

Making progress and should meet all timelines for reporting in the fall. Marc said the SLO committee gave an excellent presentation using the ACJCC rubric and they feel confident we are moving in the right direction. We are nearing proficiency stage.

Sandra reminded the groups that we need to meet proficiency in SLO's along with continuous sustainable quality improvement in the areas of integrated planning and program review.

- Integrated Planning – *Sandra Hamilton Slane*

This is underway and we are tracking documents and looking at timelines to construct our follow up report.

- EMP Steering Committee – *Joe Wyse, Morris Rodrigue, Kevin O'Rorke, Peggy Moore*

The EMP is well underway. Cabinet will evaluate to ensuring we have the right people on all committees.

Peggy exited at 3:00 pm. Ralph arrived at 3:00 pm

- ALO and committee tasks
 - Tracking progress- Sandra
 - Formatting writing template- Sandra
 - Collecting documentation – Sandra

A lot of schools have recommendations on integrated planning. Sandra is looking for how they track documents, style of writing, what content looks like, etc.. The EMP needs to be approved by the Board in September to meet the October deadline.

We will need a few people to put the document together. Marc volunteered to help with this. By March 30 we have an annual program and fiscal report of standard facts that needs to be submitted to the ACJCC.

Brief Tutorial- What Is Integrated Planning w/video- *Sandra Hamilton Slane*

Sandra encountered technical difficulty with the video. Sandra will send the link out via e-mail to the group. Sandra gave her favorite definition of integrated planning. (**Handout**)

Sandra wants to keep resourcing the ASC on the integrated planning process. Having our documents reflect and relate to other planning documents and then having all connect to budget is the key. This will tell us if we are meeting our goals, and if they are measurable. Writing the EMP and college goals could be the most valuable thing we do as an institution. Sandra wants the group to keep thinking very broad and long term about who we are as a college. She said sustainability is a wonderful value and aspiration, but it is not the point of the college, because we don't exist to be a leader in sustainability, but we do exist to provide quality education. So sustainability might be a pathway or a value, but it is not what we do. We need to stay focused on what we do. Then it has to fit the model and be embedded into the planning process. Sandra asked if there were any questions. None noted.

Sandra informed the group that she has presented a model follow-up report document to the College Council and she received positive feedback. Ramon asked if the ASC would be having elections at some point in the near future. Sandra said yes, along with looking at the bylaws, and when to schedule meetings for next year. Debbie Parisot asked if ASC will they be working during the summer semester? Sandra replied, yes. Lisa added that early morning or late afternoon meeting times work best.

Spring Meeting Schedule- April 10, 2012 and May 8, 2012.

Adjournment- 3:30 pm

Recorded by:
Sherry Nicholas
Student Services Division