



Shasta College

ACCREDITATION STEERING COMMITTEE

Minutes

Tuesday, April 10, 2012
Board Room, 2:30-3:30 PM

Meeting Called to order at 2:35 PM by co-chair Sandra Hamilton Slane

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

Approval of Minutes

The following change was suggested for the minutes of March 13, 2012: On page 2, under the bullet point for SLOs – add **“in the areas of integrated planning and program review”** to the final statement in that paragraph.

Debbie Goodman made a motion to accept the minutes as amended, Debbie Parisot seconded, motion carried unanimously

Discussion/Action

Membership

Sandra contacted Morris, and he has asked Denise Axtell to serve on the committee for Administrative Services beginning next year. Sandra has also notified Student Senate to appoint a student for next year.

The committee needs to confirm co-chairs or elect new co-chairs. Marc nominated Sandra and Ramon as co-chairs for the next term. Doug seconded, motion carried unanimously.

Sandra announced that we have a new VP of Instruction, Meridith Randall. Meridith is currently at Mendocino College, and will be starting in June. Sandra assumes she will want to be a member of this committee.

The need to stagger membership was discussed. We're reasonably staggered right now, but we will need to keep this need in mind for the future.

Reports to ACCJC

Annual Report - Sandra previously emailed the ACCJC Annual Report to the committee, and explained that it is required to be submitted every year. Formerly, the submission date was in May, but this year it was moved to March. Marc collects the data for the report.

Ramon asked about #16 and #17 – what does this number reflect. Marc explained that it reflects courses that were assessed in the last 2 years and that were offered in the last 2 years. Marc met with the VP of Instruction, and they decided to report it that way (excluding Work Site Learning and Special Topics), as they felt this was moving more towards the spirit of the question. Last year, we submitted with the same criteria, based on discussion with then VP Bill Cochran.

Doug asked about question #15 – the Fire Academy. Sandra replied that they didn't report to them. There is a need to be consistent with what is actually licensed. The numbers are a little anecdotal. They hope to clean this up in the future.

Ralph asked about #10 – what does that number represent? Marc replied that it reflects all students - everyone who was here last fall, and is back this fall. The question is trying to reflect retention (term to term persistence) – from one year to another year (fall to fall). Ralph is concerned that it could be misread. Marc replied that every institution answers the same way (or at least answers the same question).

Sandra noted that for questions #18-23, it is important that we see that these numbers are, in fact, reported. Marc shared that the Commission keeps these on file (filed annually) and they share them with the visiting Accreditation team.

Marc explained that during the last academic year, they redefined PLOs. There were 2 reported previously, but it was prior to the redefinition. GELOs (General Education Learning Outcomes) are now being reported. Ralph remarked that when they share these reports, they look at trends. They need to know that data is being reported in a similar way at a similar point in time. He finds it a little disconcerting that we previously reported (#16) in a different way. Sandra pointed out that these things were discussed in College Council, etc., so the explanation has been noted in public records. Marc also explained that the form itself doesn't allow for any narrative.

SLO Report – This report will be due 10/15/12. Although we are not on probation for SLOs, we are still required to report on this, and to meet proficiency level.

(At this point, Marc left, and Lisa came in)

By-Laws Revisions

Ramon has been reviewing the By-laws, and suggested that we revise it to read “in the Spring” rather than “in the **early** Spring” so that we don't have to do wholesale revisions. Ramon made a motion to make the noted change, Deb seconded, motion passed unanimously.

Annual Report to College Council

Sandra will write the report this month and will circulate it to the committee for review prior to presenting it to College Council. She will focus on the evaluation, which was presented to them last month. Sandra anticipates that this will be a brief report, as updates to College Council have been consistent.

Meeting schedule for next year

Sandra reviewed everyone's schedules, and this time seems to work best for most; therefore, we will continue to hold the meeting on the second Tuesday of the month at 2:30. There is one more meeting set for this semester, on May 8. We will hold meetings this summer on an “as needed” basis – there won't be any scheduled at this point, but if the need arises, they will be scheduled. Lisa reported that College Council has started meeting weekly.

Sandra shared that she sent out the information from Crafton Hills, which went from probation to fully reinstated (they had 10 recommendations compared to our 4), so she felt that was a good model for us. College Council has been working diligently, and the EMP groups have been working hard as well, actively writing. Sandra mentioned that we are currently looking at a model EMP from Mendocino College, which is excellent.

Deb made a motion to adjourn, Ramon seconded, all agreed and the meeting adjourned at 3:05 p.m.

Recorded by:
Sharon Strazzo
Enrollment Services