



ACCREDITATION STEERING COMMITTEE

February 1, 2017

Board Room, 4:00-5:00 p.m.

CALL TO ORDER: The meeting was called to order at 4:00 p.m.

ROLL CALL: Members Present

Denise Axtell	Will Breitbach	Tim Johnston
Becky McCall	Steve Mollman	Morris Rodrigue
Damaris Stevens	Ramon Tello	Courtney Vigna

Members Absent

Raquel Good	Ron Marley	John Whitmer
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Guests

Jenna Highfield

DISCUSSION/ACTION:

Denise motioned to approve the minutes from the November 2nd meeting. Becky seconded. Motion carried unanimously.

UPDATES:

Drafts of all sections are largely complete. We are working on gaps that need to be completed. The plan is to get the documents over to Kate next week to begin work on integrating all of the documents. Since we have a lot of overlap, we'll make sure everything is consistent. Program Review and SLO reporting are the institutions weaknesses at this point, however we do have a process in place to improve both areas. Will thinks those might be our identified growth areas. The other might be the Data Warehouse. Jenna said Toni is working with James and other colleges that have great examples of Data available. Instead of having to request data, it makes it so all the data is available for anyone to pull reports. Butte College is sharing their databases with us. We seem to be fine on compliance portions of accreditation but we want to make sure processes provide meaningful data.

Feedback:

March will be when we make the efforts to get feedback and we will largely have the feedback done by April. Senate will need two readings of the Self Study so we need to have it finalized by their April 24th meeting. Morris asked when the report was due to the ACCJC. Will answered it should probably be sent in July. College Council will look at it in March but can meet in the summer if needed. The Board will approve the report in either June or July. Ramon suggested that we bring this up as a topic at Flex Day.

Will went over the Self-Evaluation Feedback plan that was emailed out to the committee. The constituent groups we would like to solicit feedback from are as follows:

1. **Campus Governance Structure** (Actively seek representatives from the Governance groups noted below to give feedback)
 - Standard I A: College Council, Academic Senate, Research Committee
 - Standard I B: College Council, Academic Senate, SLO Committee, Research Committee
 - Standard I C: College Council, Instructional Council, Student Services Council
 - Standard II A: College Council Academic Senate, SLO Committee, Curriculum Committee, Instructional Council, Distance Education Committee
 - Standard II B & C: College Council, Student Services Council
 - Standard III A: College Council, Faculty and Staff Diversity Committee
 - Standard III B: College Council, Facilities Planning Committee
 - Standard III C: College Council, Technology Planning Committee
 - Standard III D: College Council, Budget Committee
 - Standard IV: College Council, Board of Trustees
2. **Open Forums** (twice during March)
 - Post Accreditation Report Draft Online
 - Share a brief overview of Accreditation process
 - Question/Comment period on Self-Evaluation Draft
3. **Online Feedback solicited via email**
 - Post Accreditation Report Draft online
 - Share link to Accreditation 101 training
 - Invite feedback online
4. **Board Meeting Presentation/Discussion**
 - Brief overview to the Board of Trustees on February 15, 2017

Will asked if we need any more groups for feedback on Standard IV and Morris said it is probably okay since the groups listed are the primary groups that deal

with Governance. Ramon suggested having the Distance Ed Committee look at the rest of the areas that pertain to DE instruction.

Will said we will have open forums, probably in March. Jenna asked for clarification on whether these will be focus groups or open forums. Will clarified that it will be casual open forums. Jenna said we should make sure that we are recording responses at the forums. Denise asked if this is included as part of the report. Will said we will hope to have these forums done before the report is finalized. We want to give an honest assessment of how we meet the standards. Denise asked is it necessary to show evidence we did these things. Will answered yes, that is part of the process.

We still have the other portions such as eligibility, the Federal Checklist, the Introduction Report, and the Quality Focus Essay to complete. Will is going to ask individuals on campus who have served on accreditation visits to help us with this process.

Will has been compiling a list of things we need to improve on and will share them with us at the next meeting. Our template had an action plan on each item, but we don't need an action plan for every standard.

Online feedback will be solicited when we get the document. There will also be a presentation at the Board meeting that is going to be held at the February 15th Board meeting. Ramon suggested we invite the Board to the online accreditation workshop. We will send a link to solicit online feedback to the workshop.

Will asked Jenna if we should simplify the feedback mechanism. For example, should we just list all the standards on one page? Will said he is willing to let Jenna redesign the survey. Jenna asked for feedback and Denise said we need the Standards listed somewhere but we do want it do just be on one page. Tim asked Jenna if this will work to extract data. Jenna said we could have three text boxes: 1) Standard, 2) Substandard, and 3) textbox for comments.

At the next meeting Will is going to share the identified items that institution has room for improvement on. Denise asked if we are going to look over the whole document again or at what point is everything going to be done. By our next meeting, the complete first draft will be done and in May we should have the final draft complete.

Ramon asked about the annual report. It is mostly areas Research related items. Hopefully we won't need to make any changes.

Will reminded everyone that our site visit is October 2nd -5th.

Will is also going to send the feedback form out for everyone again. Kate asked are we just to look at the big picture or should we focus on small things. Will said just look at the big picture at this point.