



ACCREDITATION STEERING COMMITTEE

September 4, 2017

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

CALL TO ORDER: The meeting was called to order at 4:05 p.m.

ROLL CALL: Members Present

Will Breitbach	Kate Mahar	Melissa Markee
Ron Marley	Becky McCall	Steve Mollman
Frank Nigro	Damaris Stevens	Ramon Tello
Courtney Vigna		

Members Absent

Denise Axtell	Student Rep
---------------	-------------

Guests

DISCUSSION/ACTION:

Will Welcomed Melissa Markee to the committee.

Approval of minutes: Becky motioned to approve the minutes of the May 3rd meeting, Ramon second. Motion carried unanimously

FEEDBACK ON HIM PROGRESS REPORT:

Will asked for feedback on the HIM progress report. He also explained we will have a member of our site visiting team specifically assigned to review the HIM program.

ACTION PLANS AND QFES:

Will started reaching out to committees regarding the smaller action plan items. As an example, the first items on the action plan the dissemination of information. A simple solution would be improving how we document items in the minutes. He noted that sometimes important discussions can be inadvertently be left off the minutes and by making changes in how we take minutes, we can make sure that doesn't happen. He believes there are 16 different small things that we will be able to follow-up on when we write our mid-term report.

The QFE is something that will affect our accreditation and they will give feedback on that. Our QFE had two separate topics, one would be assessments, and the other is the Data Warehouse. Will said he would like to agendaize an action item at College Council for the assessment plan. He asked the committee for any ideas on how to implement the assessment plan.

Ramon asked about the interlinking. Ramon thought PLO's were already linked to ISLO's. Will explained with the way TracDat is configured, there is no aggregate data that provides data in a meaningful way. Frank said it lists links but not any meaningful data connections. Will is envisioning the assessment team will be able to explore those connections.

Ramon suggested that Kate's team could work with the Research Committee to help provide the meaningful link. Kate said the committee is just starting so this gives us flexibility to model the direction of the committee. Frank said we want easier processes that create more meaningful data. Will believes that data is our biggest growth opportunity. Will recommends that we have faculty from the PRC and SLO committees lead the team, as well as some non-instructional faculty. Ramon said we need to make program reviews more meaningful. What kind of connection can we make for initiatives? Ron asked if this committee will report to College Council and said maybe College Council should appoint the team. He is confused as to what the committee would do since these individual committees have assigned duties already. Ron asked why this wouldn't be a job for the specific committee. He feels College Council should decide what to do before we select a committee. Ramon said this will be an ad-hoc group that will decide how to make assessments more meaningful. Kate showed where the QFE had parameters for a special task force or an ad-hoc committee. Will said we will ask College Council to define the parameters of the committee or task force. The charge should deal with looking at how all the assessments link together.

Site Visit:

Will asked if anyone wanted to meet with the Accreditors. Ramon, Steve, and Kate all volunteered.

Institutional Self Evaluation Report (ISER):

Will thanked everyone who sent in questions about the ISER and passed out the questions that were emailed to him. Becky said she loves the questions and in Student Services Council they were talking about how to prepare for the site visit. She said it could be a good tool for others as well. Ramon said that was the intention behind the exercise. Becky asked if this was just the start. Will said once we get the full list of meetings being requested from the site team, he will try and anticipate the kind of

questions that will be asked and hopefully help the individuals to prep. Ramon said maybe none of the questions might be asked but that is also the point of the self-study is to learn about the college. Ron suggested once we have the list of interview requests, we should have the people who have gone on site visits reach out and provide insight as to what to expect. Becky asked about the links in the ISER not working on the website since it is a public document. Will is trying to make sure everyone has access to the documents with the working links. Frank said the questions are very specific and he is more concerned that we are on top of global processes. He would like people to review the vision and the Integrated Planning Manual and the Participatory Governance Manual.

Ron feels everyone who worked on the document should get a printed copy of the ISER. He also feels we should have a letter sent with the copy signed by Joe thanking them for their hard work. Will agreed and will talk with Joe.

Becky asked about open forums and how we are going to get participation. Will said we will send an open invite. We will also ask managers to get the work out to everyone. Becky said we should also encourage people with programs they are proud of to attend.

Kate asked if we are going to meet again before the meeting. Will noted we have a meeting scheduled during the week the team is on campus.