Accreditation Leadership Team Meeting
Minutes
January 22, 2015; 2:00 p.m. to 4:00 p.m.; Room SS-409

Co-Chairs: Kiran Kamath (ALO), Bob Kratochvil (President)
Steering Committee Members Attending: Kevin Horan (Vice President, Instruction and Student Services); Janith Norman (Vice President, Academic Senate); Gary Walker (President, Associated Students)
Steering Committee Members Not Attending: Linda Kohler (President, Classified Senate)

#	Agenda Topic	Desired Outcome	Facilitator	Time (minutes)	Meeting Notes:
1.	Welcome Introduce New Members	Information	Bob/Kiran	5	• The committee welcomed Janith Norman as the new Academic Senate Representative. Janith is currently the Vice President of the Academic Senate.

2.	Review:
	  Agendas
	  Minutes from September 11, 2014
		Action	Kiran	5	• The agenda was reviewed and approved by the committee.
					• The minutes was reviewed and approved by the committee.

3.	Standing Accreditation Steering Committee:
	  Membership
	  Role and Responsibilities
	  Meeting dates and times
		Information and Discussion	Kiran/Bob	15	• This Committee is now a Standing Committee. The College is required to meet the Accreditation Standards at all times, so accreditation should part of our routine practices. The membership currently consists of:
					  ○ Bob Kratochvil – President/CEO
					  ○ Kevin Horan – Vice President/CIO
					  ○ Kiran Kamath – Senior Dean of Planning & Institutional Effectiveness/ALO
					  ○ Janith Norman – Academic Senate Vice President
					  ○ Linda Kohler – Classified Senate President
					  ○ Gary Walker – Associated Students President
					There was a suggestion that Gail Newman, Senior Dean of Student Services & Brentwood Center/CSSO and Ronke Olatunji, Director of Business Services/CBO should be included the ASC. A final decision was not made.
					• The ASC will monitor progress on addressing the Actionable Improvement Plans (AIPs).
					• The role of the senate representatives on the ASC to keep their respective senates informed. They should also represent their constituencies' perspective and provide input on their behalf.

					• All Spring 2015 meeting dates were sent via Outlook meeting request to the ASC. We will cancel meetings if needed via an Outlook calendar update. Please keep in mind the Annual Spring Report is due March 31st. • If necessary, the ASC may meet during the summer. Janith, as the Academic Senate representative will attend if such a meeting takes place.
4.	Accreditation Self Evaluation Report, Site Visit and Exit Report	Information and Discussion	Bob/Kiran	10-15	• We have not yet received the formal report from ACCJC. • The College recommendation/District-wide recommendation on integrating SLOs into the faculty and academic manager evaluations will involve the UF. This topic is currently being discussed in the State-wide Academic Senate too. It was commented that the integration of SLOs into evaluations is in the new ACCJC Standards and will need to be addressed with the UF. • The Committee discussed each of the recommendations provided during the Oral Exit Report.
5.	Official ACCJC Action (if received by this meeting) (Handout – Levels of Action)	Information, Discussion and Next Steps	Bob/Kiran	15-20	• If we receive the letter before January 30, this will be one of the topics for the College Assembly on February 2, 2015. • The Committee reviewed the handout with the levels of sanctions and discussed the types of action the ACCJC may impose based on the Oral Exit Report after the Site Visit in October.
6.	Actionable Improvement Plans in Self Evaluation Report (Handout of AIPs)	Information, Discussion and Next Steps	Kiran/Bob	20	• The Committee reviewed and discussed the AIPs: o AIP#1 – (I, IIA) The Office of P&IE has begun researching models of CA community colleges program review validation processes. Our current validation process is not adequate, as program review feeds into many other planning processes. This has been a charge of the Planning Committee since 2013. It was suggested that the Planning Committee invite an Instructional Dean to join the Planning Committee. Kevin will talk to the three (3) instructional deans and assign one to join the Planning Committee. Bob will request Ruth be reassigned from the Planning Committee in order to allow a management

					representative spot to be filled by the instructional dean. **Kiran will be the lead for AIP #1.** o AIP#2 – (IIA) Distance Education. **Kevin will be the lead**. o AIP#3 – (IIB) Through the Equity Plan and various initiatives the LMCAS has done a great job of identifying and addressing student diversity issues on campus (i.e. Veteran's Initiative). This AIP should include the leaders of the Student Equity Plan as there are some activities that are being done or will be done that address this AIP. **Gary Walker will collaborate with Jeffrey Benford and Dave Belman on this AIP. Dave Belman will be the lead (Kevin to notify).** o AIP#4 – (IIIA) **Ruth Goodin will be the lead (Bob to notify).** o AIP#5 – (IIIC) The Technology Advisory Group (TAG) will be developing a survey to the campus community on technology issues and needs prior to completing the *LMC Technology Strategic Plan*. **Aderonke Olatunji will be the lead (Bob to notify).** o AIP#6 – (IIID) May need to adjust the timeline for this AIP to better align with our process. **Aderonke Olatunji will be the lead (Bob to notify).** o AIP#7 – (IVA) **Bob Kratochvil will be the lead.** o AIP#8 – (IVB) This is a District AIP in conjunction with AIP#5. **Aderonke Olatunji (Bob will notify) and Satish Warrier (DO) will be the leads.** • The next steps are to communicate to the leads of the AIPs their responsibilities. The ASC will invite the AIP leads to report out on the status of their AIPs at ASC meetings periodically in an effort to keep us updated.
7.	Implementing the 2014 Accreditation Standards	Information, Discussion and Next Steps	Kiran/Bob	30	• The ASC reviewed and discussed the handout comparing the 2002 Standards with the 2014 Standards and Sub-Standards. The type of revision to the Standards are noted below the Standard in parenthesis and title/number changes are noted in bold italics.

					Standard IC – Institutional Integrity is totally new and most of its content was moved from the Eligibility requirements to this Standard (i.e. CEO, SLOs, etc.). - The ASC and the President's Cabinet must read all the new Standards and become familiar with them. Kiran will inquire if we can purchase additional handbooks from ACCJC. If not, we can have them printed here. The link to the handbook and the ACCJC website is on the LMC Accreditation webpage. - Each Standard is being assigned to a committee or an office for study and implementation. The responsibilities include: -Standard I (IA, IB, IC) - Planning Committee -Standard IA - SGC -Standard IB and IC – Kamath, Sr. Dean of P&IE -Standard II (IIA, IIB, IIC) – Horan, VP ISS -Standard III (IIIA, IIIB, IIIC, IIID) – Olatunji, CBO -Standard IV (IVA, IVB, IVC) – Kratochvil, CEO -Standard IVD - District Office • ACCJC sends the ALO emails regarding first or second reading, or adoption of new or revised policies (i.e. Substantive Change Policy, restructuring of Commission Actions Policy). The ALO reviews them and then sends LMC feedback if required. It was decided that the ALO will email the ASC such policy updates (first and second reads) and include a brief summary as to what the significant changes or policies are in an effort to inform and educate the ASC.
8.	Annual Spring Report due March 31, 2015	Information	Kiran	5	• Currently waiting for the new Annual Spring Report format as it changes annually. It is usually received in January and is due at the end of March every year.
9.	Other		All		N/A
10	Adjournment				
	Spring 2015 meeting dates: February 12th, March 12th, April 16th and May 14th in SS-409				