

**Accreditation Leadership Team Meeting
Minutes**

March 25, 2015; 10:30 a.m. to 11:00 a.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); Linda Kohler (President, Classified Senate)

Steering Committee Members Not Attending: Gary Walker (President, Associated Students)

Cabinet Members Attending: Aderonke Olatunji (Director, Business Services), Ruth Goodin (Senior Foundation Director), Gail Newman (Senior Dean, Student Services & Brentwood Center)

#	Agenda Topic	Desired Outcome	Facilitator	Time (mins)	Meeting Notes:
1.	Welcome	Information	Bob/Kiran	5	<ul style="list-style-type: none"> Members of the Accreditation Steering Committee joined the President’s Cabinet for the last half hour of the Cabinet meeting to participate in an update from the Recommendation Response Team Chairs (Ronke, Gail and Kevin) and to check-in on the Annual Report to ACCJC that is due on Tuesday March 31, 2015.
2.	Review: Minutes from February 27, 2015	Action	Kiran	5	<ul style="list-style-type: none"> The February 27, 2015 minutes were reviewed and approved by the Committee.
3.	Progress Update from Recommendations Response Team Chairs	Information and Discussion	Kiran	15	<ul style="list-style-type: none"> The Recommendation Response Teams provided an update on the ideas they are currently working on. <p><u>Recommendation #1 Response Team – Gail Newman, Co-Chair; Kevin Horan, Co-Chair:</u></p> <ul style="list-style-type: none"> Team consists of Christina Goff, Sophia Ramirez, Sharen McLean and Mike Becker. Each member of the team is responsible for addressing their specific area. A second Brentwood survey will conclude tomorrow. Currently there are 250-300 responses showing student interest in a library, bookstore and Financial Aid. Research is also being done to show enrollment trends and completion rates from 2009-present for students taking classes only at the Brentwood Center and for students taking classes at both the Brentwood & Pittsburg locations. Kevin has been in discussions with the City of Brentwood and EDD regarding parking at the Brentwood Center including checking on the cost of leasing space for parking. Some soft space has been identified in the back of the Brentwood Center. Also looking at increasing security cameras, Wi-Fi access, staffing of labs and a librarian.

Accreditation Leadership Team Meeting

Minutes

March 25, 2015; 10:30 a.m. to 11:00 a.m.; Room SS-409

					<ul style="list-style-type: none"> • Currently the following items have been submitted for RAP or are currently in the implementation process for the Brentwood Center: <ul style="list-style-type: none"> ○ Increasing IT assistance hours ○ Bookstore is looking at buy-back dates and hours including the selling of merchandise and textbooks. ○ A RAP has been submitted for a full-time Financial Aid Assistant. ○ A RAP has been submitted to increase tutoring hours. ○ Interviews are taking place for a full-time Counselor (for DSP&S and general counseling) and an Adjunct Counselor for the more categorical programs such as Veterans. ○ A Textbook Loan Program ○ Librarians may be increasing hours depending on student need. <p><u>Recommendation #2 Response Team – Aderonke Olatunji, Chair:</u></p> <ul style="list-style-type: none"> • The response will be in two phases. The first phase will be piloted this spring. A survey will be sent to everyone who received RAP funding in Spring 2013 for the 2013-14 academic year. The three (3) draft questions are: <ul style="list-style-type: none"> ○ How did the implementation of RAP funding enhance institutional effectiveness? ○ How did the RAP funding impact the institution toward the enhancing the success of your students? ○ How did the RAP funding improve your department’s effectiveness? • The second or long term phase, will include the formation of a group to review and evaluate the return on investment of all of the RAPs funded projects to close the loop on institutional effectiveness. At this point, it has not yet been finalized as to which committee or offices will be included in this group (for example members from Cabinet, Planning, SGC etc).
	Check-in of Annual Report (Due March 31, 2014)	Information and Discussion	Kiran/Bob	5	<ul style="list-style-type: none"> • Most of the Annual Report is completed. Data for a few questions as well as responses to a few narrative responses are still due from the Office of Instruction and Assessment Coordinator, who are in the process of gathering this information. The report is due on Tuesday March 31, 2015.

**Accreditation Leadership Team Meeting
Minutes
March 25, 2015; 10:30 a.m. to 11:00 a.m.; Room SS-409**

5.	Other	Information	All		<ul style="list-style-type: none"> Please keep track of the Accreditation Follow-Up Report timeline. The Recommendation Response Team Co-Chairs and/or members should plan to attend the senate meetings as they review and approve the Follow-Up Report draft.
6.	Spring 2015 meeting dates: April 16 th and May 14 th in SS-409				
7.	Adjourned at 11:06 a.m.				
	Future Agenda Items: Implementing the 2014 Accreditation Standards				