

**Accreditation Steering Committee Meeting
Minutes
April 30, 2015; 2:00 p.m. to 4:00 p.m.; Room SS4-409**

Co-Chairs: Kiran Kamath (ALO) and 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 Attending: Gary Walker (President, Associated Students)

Note Taker: Beth Ann Robertson

#	Agenda Topic	Desired Outcome	Lead	Time (mins)	Meeting Notes:
1.	Welcome	Information	Bob/ Kiran	5	<ul style="list-style-type: none"> Kiran welcomed the ASC members to the meeting. This meeting combined the April and May meeting dates.
2.	Review: Agenda Minutes from March 25, 2015	Action	Kiran	5	<ul style="list-style-type: none"> The agenda was reviewed and approved by the Committee. The March 25, 2015 minutes were reviewed and approved by the Committee.
3.	Progress on Follow-Up Report - Response to Recommendations; timeline	Information	Kiran/ Kevin	10	<ul style="list-style-type: none"> The Response to Recommendation #1 Team (Brentwood Center) will submit a second draft later today. The Response to Recommendation #2 Team (RAP Assessment) will submit a second draft today (if there are any revisions to the first draft). The Response to Recommendation #3 (SLOs on Evaluations) is being addressed by the District Office. This recommendation is a part of UF negotiations and will be addressed with the MCEB for management evaluations. Discussions will take place with Local 1 for Classified personnel. The Final Draft of all Responses to Recommendations is due June 1, 2015. John Schall started working on the cover, the colors and font will be the same as the Self-Evaluation Report.
4.	Progress on Actionable Improvement Plans (handout)	Information	Kiran	5	<ul style="list-style-type: none"> AIP #1: The Planning Committee is working on this AIP and should have something to “roll-out” to the campus in the early fall semester. AIP #2: The Distance Education Committee (DEC) has completed 99% of their Strategic Plan. Included in the <i>DE Strategic Plan</i> are recommendations to departments with DE courses on the standards of Distance Education and a policy in which departments can’t put forward an online course without a plan for continuing the DE course (i.e. if faculty teaching leaves what is the plan to continue the course online). The DEC is working on targeting specific courses for program completion. The goal being, students can complete and receive their

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					<p>AA degree completely online. Student Support Services are still being developed so all orientations, counseling, admissions and records services, etc. would be available online. The DEC is also looking into a “Live Chat” option so students could communicate in “real time” with a Counselor, Financial Aid staff, A&R staff, etc.</p> <ul style="list-style-type: none"> • AIP #3: The second diversity conference recently took place and provided good evidence of the collaboration with our students to identify diversity issues. • AIP #4: An EEO Committee has been developed and has started meeting this semester. • AIP #5: The <i>LMC Technology Strategic Plan</i> is ready and the technology survey has been sent out. The Technology Advisory Group (TAG) has not been able to vet it with Senates and/or College Committees as they have not had a quorum to approve the final draft. • AIP #6: A process has been developed and included in Response to Recommendation #2. • AIP #7: Shared Governance Council (SGC) has had discussions regarding this AIP. A draft to address this AIP will be composed over the summer and ready to present in fall to SGC. • AIP #8: Conversations with the District are in progress. • All of the AIPs need to be addressed in the Midterm Report which will need to be ready for submission around May 17th approximately two (2) years from now. A suggestion is to develop a timeline to address AIPs and submission of the Midterm Report and disseminate that to everyone so they are aware of the deadlines.
5.	Progress on setting aspirational standards for Institutional Effectiveness Partnership Initiative (IEPI)	Information	Kiran	5	<ul style="list-style-type: none"> • The Institutional Effectiveness Partnership Initiative (IEPI) was brought to all Senates for discussion and a consequent meeting for approval. The Academic Senate approved the Institutional Effectiveness Goal of 0.5% for the Course Completion Rate only. Although, they did voice their concern that these indicators (goals) did not connect with anything, there was no real substance to them and there were no strategies linked to help the College in meeting/exceeding our aspirational goal(s). A process has to be developed for determining these goals annually. Some Colleges have an Institutional Effectiveness Committee (IEC) that is focused on these goals. It is recommended that the best method is to have a group that represents the College constituencies and develops the numbers for the IEPI goals annually. This group/committee would also be responsible for vetting and receiving approval of these goals. Need to think about what group/committee should work on this. Does this group already exist (i.e. Planning Committee) or would this group be an existing Committee augmented with additional members?

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6.	Annual Spring Report submitted on March 31, 2015 Link to report online	Information	Kiran	5	<ul style="list-style-type: none"> • The report is available online via the LMC Accreditation website. The report is continuing to get more robust every year.
7.	ACCJC Symposium (handout)	Information and discussion	Kiran	15	<ul style="list-style-type: none"> • This is the first time this symposium has taken place. ALOs and Presidents were invited to attend the San Diego symposium. The roll-out of the new 2014 standards was the main focus. Fall 2014 will be the last semester under the old standards, spring 2016 will be the first under the new standards. Napa College will pilot the new ACCJC standards. There was one (1) session for new and continuing ALOs and a second session for CEOs. • A summary of the two (2) day symposium (see handout) is provided to the Committee. The summary includes items the Committee should be aware of and familiar with. • (Bullet #5 under “<u>The Standards</u>”): Institutional Effectiveness is what Program Review and Planning is all about. The Planning Committee is developing an <i>Integrated Planning Model</i> which includes a “Cycle of Planning and Assessment”. The strategies really are what each instructor is doing in their classroom every day to move the needle. • A new requirement is the “quality focused essay”. In this section the College writes about 2-3 action projects based on our Actionable Improvement Plans. • Kiran has noted the Standards in the summary with changes, including the Eligibility Requirements. • Some additional items to note: <ul style="list-style-type: none"> ○ LMC is currently on a six (6) year Accreditation cycle. Those being visited in Spring 2016 will be on a seven (7) year cycle. ○ ACCJC is asking for more data analysis, disaggregated data to mitigate achievement gaps not only demographic (i.e. day and evening students). ○ We need to gather evidence continuously throughout the year. • A suggestion given at the symposium (page 3 of summary) was a Summer Institute on assessment to build capacity on assessment. Kiran forwarded this suggestion to TLC.
8.	Implementing the 2014 Accreditation Standards (handout) while developing the culture of continuous improvement Link to the Standards online	Information and Discussion to establish college-wide responsibility	Bob/ Kiran	50	<ul style="list-style-type: none"> • This table has now been revised due to the new ACCJC standards. <ul style="list-style-type: none"> ○ Add Career Technical Education (CTE) Committee under Standard IIA. ○ Add Equal Employment Opportunity (EEO) Committee and the Institutional Development for Equity and Access (IDEA) Committee to Standard IIIA. ○ Add Shared Governance Council (SGC) to Standard IIID.

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		ies and processes			<ul style="list-style-type: none"> • We need to have a regular cycle for the review of our Mission Statement. That cycle should be developed through SGC and the Planning Committee. • There is some difficulty with Standard IIA as all the Committees are Academic Senate Sub-Committees and consequently have no Classified voting representatives. When the time arrives to work on Standard IIA need to ensure that we have Classified Representation with voting rights. • Need to make a cultural shift as a College, to Accreditation is what we do all year not just once every 6 years. • To simplify and gather evidence year-round, the Office of P&IE will have a mailbox outside of BethAnn’s desk. Faculty, staff, managers can drop-off evidence documents (by Standard) throughout the academic year. PDF versions of the standards will be made so the evidence gathering can be “pieced out”. The evidence numbering system will be simplified.
9.	Other	Information	All		<ul style="list-style-type: none"> • Work on the ACCJC Follow-Up Report will continue over the summer. On Fall 2015 Opening Day the College will view the final document.
10.	Fall 2015 meeting dates: August 21, September 17, October 15, November 19 from 2 to 4 pm – Any changes needed?	Discussion	All		<ul style="list-style-type: none"> • A suggestion is to have come ASC meetings during or at the end of the Cabinet meetings, as most of the ASC members are in Cabinet. • Will schedule fall 2015 meetings for the fourth Wednesday of every month from 10:00 a.m. to 11:00 a.m. in SS-409. (August 26th, September 23rd, October 28th, November 25th, December 23rd)
11.	Adjourned at 3:20 p.m.				
	Future Agenda Items: Implementing the 2014 Accreditation Standards				