

**Accreditation Steering Committee Meeting
Minutes
March 9, 2017; 2:00 p.m. to 4:00 p.m.; Room CC3-350**

Co-Chairs: Kevin Horan (ALO) and Bob Kratochvil (President)

Steering Committee Members Attending: Israel Castro (President, Associated Students)

Steering Committee Members Not Attending: Laurie Huffman (Vice President, Academic Senate) Linda Kohler (President, Classified Senate)

Note Taker: Beth Ann Robertson

Item #	Agenda Topic	Desired Outcome	Lead	Time (mins)	Follow up:
1.	Welcome	Information	Bob	5	Kevin H. and Bob K. welcomed the Committee to its first meeting of the semester.
2.	Introductions	Information	Kevin	5	A brief overview of Accreditation, ACCJC and the purpose the Committee was provided. This included brief introductions of Committee members.
3.	Review: Agenda Minutes from April 30, 2015	Action	Bob	10	The agenda was reviewed by the Committee and accepted The April 30, 2015 minutes were reviewed and accepted by the Committee
4.	Review of Midterm Report Requirements <ul style="list-style-type: none"> • Handout – ACCJC Outline 	Information	Kevin	15	<p><u>Overview and Outline</u> Kevin H. provided the Committee with an overview of the preparation process for the Midterm Report. The Committee received the <i>ACCJC Outline for the Midterm Report</i> which detailed the requirements and format for the Midterm Report.</p> <p><u>Format/Graphics</u> BethAnn will be working with John Schall on formatting the cover page, back page and any additional graphics required for the report. The Self-Evaluation and Follow-Up Report were both printed by Folger Graphics. However, we do not need as many copies nor as many graphics as the previous reports. BethAnn will be researching local printing companies (i.e. Ready Print) for more economical printing pricing.</p> <p><u>Progress Update</u> A template has been drafted for the Midterm Report and content is being currently being compiled. As our campus completed a Follow-Up Report and Site Visit we do not need to include any updates to our two (2) College and one (1) District Recommendations as those were addressed and completed in the Follow-Up Report. However, we will be summarizing the</p>

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					<p>Follow-Up Report as it pertains to the team recommendations in the Midterm Report.</p> <p><u>Data Trend Analysis (from Annual Report)</u> Included in the Midterm Report is an analyses of our data trends derived from the Annual Report and Annual Fiscal Reports. We have received data and information from the District Research & Planning Office. This data and the fiscal data will be incorporated in to the report along with a brief analysis of the trends from the previous three (3) years.</p> <p><u>Actionable Improvement Plans (AIPs)</u> We have included our eight (8) Actionable Improvement Plans (AIPs) in table format in the report. We are required to provide an update and timeline on the progress made towards completion/implementation of our AIPs. This section will also include evidence supporting our progress updates. A timeline may be stated as continuing or ongoing however, it would be best if we are able to provide definite timelines for each AIP.</p>
5.	Midterm Report Governance Review Schedule	Information	Kevin	15	<p>The Committee was provided with the dates for the three (3) Senates to read and approve the Midterm Report. It is noted that we may have to include an additional “read” date if requested. It is noted that both SGC and the Planning Committee should have the Midterm Report placed as an informational item only during their May 2017 meeting dates.</p> <p>Academic Senate Dates</p> <ul style="list-style-type: none"> • First Read – March 27, 2017 April 17, 2017 • Second Read & Approval – May 1, 2017 <p>Classified Senate Dates</p> <ul style="list-style-type: none"> • First Read – March 17, 2017 (Progress Update) • Second Read & Approval – April 21, 2017 <p>LMC Associated Students Dates</p> <ul style="list-style-type: none"> • First Read – March 27, 2017 • Second Read & Approval – April 24, 2017
6.	Midterm Report Submission to Governing Board	Information	Bob	15	<p>The Committee was provided with the timetable for the approval from the Governing Board for their June meeting. It is noted that a brief</p>

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					<p>presentation will be conducted for the Governing Board at their June meeting.</p> <ul style="list-style-type: none"> • Board Materials to President – May 30, 2017 • College Titles for Board Reports to Chancellor – June 6, 2017 • Finalized Board Materials to Chancellor – June 13, 2017 • Governing Board June Meeting Date – June 28, 2017
7.	Midterm Report AIP Review and Assignments	Information/ Action	Kevin/ All	30	<p>A handout was provided to the Committee of the AIP table included in the Midterm Report. Kevin H. provided an update to the Committee on the status for this section of the report. The Committee then reviewed each AIP and discussed the assigned leads for each AIP. Kevin H. will communicate with the assigned leads regarding their role(s) and deadline.</p> <ul style="list-style-type: none"> • AIP #1 (Std. I) – Nancy Ybarra and Gail Newman are currently working on the draft. • AIP #2 (Std. IIA) – Kevin Horan and the Distance Education Committee Chairs are working on a draft. • AIP #3 (Std. IIB) – Dave Belman will be the lead with the assistance/support of Sabrina Kwist and Israel Castro in drafting a progress report. • AIP #4 (Std. IIIA) – Sabrina Kwist will be the lead with the assistance/support of Janice Townsend and the EEO Committee in drafting a progress report. • AIP #5 (Std. IIIC) – Mike Becker will be the lead and the Technology Advisory Group will assist with drafting a progress report. • AIP #6 (Std. IIID) – the progress report will be taken from the Follow-Up Report in which this AIP was also a recommendation. • AIP #7 (IVA) – President Bob Kratochvil will be the lead with the assistance of the Shared Governance Council in drafting a progress report. • AIP #8 (IVB) – The draft has already been completed and will be placed in the Midterm Report (this is a District AIP).
8.	Annual Report Overview	Information	Kevin	10	<p>Kevin H. provided a brief overview to the Committee of the Annual Report and its content. Kevin H. informed the Committee that due to some</p>

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					confusion on the “reporting years” in the Annual Report, state-wide many community colleges had placed their data in the incorrect years. This issue is being corrected and our District Research & Planning Office have supplied us with the correct data for the correct corresponding years. The Annual Report is due March 31, 2017. A final update and possible copy of the final Annual Report will be supplied to the Committee at the next meeting.
9.	Other	Information	All	5	A question was asked if there is any areas in which we may be “lacking” in? A certain issue that we may not have improved in since the last Self-Study or Follow-Up Report that could cause us to get a recommendation? The response is the only issue in which we may be “behind” in, would be Distance Education. Although we have made some progress in Distance Education it is not quite to the level that we as an institution would like it to be.
10.	Next Meeting Date: March 30, 2017 at 2:00 p.m. in SS4-409	Discussion	All	5	BethAnn will send out these minutes to the entire ASC next week so all members may have time to review them prior to our next meeting.
11.	Adjournment – Meeting adjourned at 3:04 p.m.				
	Future Agenda Items: Progress on Actionable Improvement Plans				