

**Accreditation Steering Committee Meeting  
Minutes**

**February 13, 2014; 3:00 p.m. to 5:00 p.m.; Room L 105**

**ASC Co-Chairs Attending:** Bob Kratochvil (President), Kiran Kamath (Accreditation Liaison Officer)

**ASC Members Attending:** Kevin Horan (Vice President), Louie Giambattista (Academic Senate Representative), Linda Kohler (Classified Senate President), Brianna Klipp (Associated Students Senate President), BethAnn Robertson (Administrative Assistant, Office of Planning and Institutional Effectiveness)

**Standards Committee Co-chairs Attending:** Ken Alexander, Jeffrey Benford, Curtis Corlew, Robert Estrada, Ruth Goodin, Natalie Hannum, Gail Newman, Ann Starkie, Kimberly Wentworth, Nancy Ybarra

**Standards Committee Co-chairs Not Attending:** Sharen McLean

**Co-Editors:** Kiran Kamath/Richard Livingston

#	Agenda Topic	Desired Outcome	Facilitator	Time (minutes)	Follow up:
1.	Agenda and Minutes	Review and approve	Kiran	5	<ul style="list-style-type: none"> <li>• Agenda for meeting was reviewed and approved by committee.</li> <li>• Minutes reviewed and there was discussion regarding the <i>Accreditation Standards Improvements</i> handout (page 1 of the minutes).               <ul style="list-style-type: none"> <li>○ As the draft is being finalized we need to ensure there is no conflicting information between the Standards. (Ex. Standard I and IV pertaining to student participation). Should this item be an Actionable Improvement Plan? Student participation in shared governance is a struggle for all community colleges so why make that an Actionable Improvement Plan when we cannot force students to attend meetings? We currently make the meetings open and available for all students. We could do a survey or a study on student participation and then act on those findings.</li> <li>○ Items that the Standards are unsure as to whether they are Actionable Improvement Plans or not, should be discussed in the ASC meetings.</li> </ul> </li> </ul>

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					<ul style="list-style-type: none"> <li>○ Half of the current Actionable Improvement Plans need work in terms of format and what we are trying to address.</li> <li>○ Standards Committees should be prepared to continue to receive and include more input especially at the College Assembly on 4/7/14 and “vetting” through shared governance (i.e. SGC, LMCAS, Planning Committee, etc.).</li> </ul>
2.	Third draft	<ul style="list-style-type: none"> <li>- Feedback from 2<sup>nd</sup> draft editing</li> <li>- Clear understanding of next steps in the process</li> <li>- Presenting and discussing your Standard in college committees and senates to continue to gather institutional feedback</li> <li>- Incorporating feedback in the third draft</li> <li>- Incorporating information from Employee and Student surveys in the third draft</li> <li>- Collecting the evidence (PDF)</li> </ul>	Kiran/Bob	30-40	<ul style="list-style-type: none"> <li>● Format: Evaluative analysis is in the first section, descriptive summary is in the second section, and actionable improvements are in the third section.</li> <li>● The yellow and red highlighted portions in the edited second draft should be reviewed and clarified in the third draft. The blue highlighted portions pertain to evidence. Do not number the evidence. This will be done during the final editing. If the same piece(s) of evidence is cited more than once in the document, each Standard should still cite the evidence throughout the document. Kiran and BethAnn will numbering the evidence once it is all collected.</li> <li>● Each Standard should “vet” the drafts with the senates and committees for feedback and incorporate information into the third draft.</li> <li>● Kiran will request an executive summary or analysis of the Employee Satisfaction Survey from the District Research Office. We do have a crosswalk between the 2010 and 2014 survey that you can use. The biggest red flags were technology and facilities.</li> <li>● The third draft is due March 14, 2014 with all evidence collected in PDF format. The Office of P&amp;IE can also make the PDF for you.</li> </ul>

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3.	Accreditation Evidence	- Following the common evidence system adopted at the last ASC meeting in November	Beth	20-30	<ul style="list-style-type: none"> <li>BethAnn passed out the <i>Steps to Documenting Evidence</i> handout and reviewed with the committee the <i>Master Evidence List</i> for Standard I.</li> <li>BethAnn discussed the different methods for storing and listing evidence in the Standards (i.e. InSite, <i>Master Evidence List Template</i>, flash drive). BethAnn can either pull it from InSite, the Standard may give it to her on a flash drive, and/or e-mail it on the <i>Master Evidence List Template</i>.</li> <li>All final evidence will need to be in a PDF format. If you are having difficulty formatting a webpage to a PDF, please let BethAnn know and she is available for assistance.</li> <li>Even if a Standard has one or more pieces of the same evidence as another Standard(s) each Standard must still list it on their evidence list and cite it in their draft(s). For example, the <i>College Catalog</i> will be evidence for a number of Standards however each Standard still needs to document it on their evidence list and cite it in their drafts.</li> </ul>
4.	Accreditation timeline and next steps	Shared understanding to maintain a smooth process all the way to completion	Kiran	10	<ul style="list-style-type: none"> <li>By April-May 2014 all LMC websites should be up-to-date (Ex. TLC).</li> </ul>
5.	Other updates and information sharing:	<ul style="list-style-type: none"> <li>Setting Standards for Student Achievement and Student Learning Incorporated into program review process</li> <li>Accreditation site visit in April 2014 for Brentwood, Fire Academy and Police Academy</li> </ul>	Kiran/All	5	<ul style="list-style-type: none"> <li>In order to meet the ACCJC requirements of the Setting the Standards for Student Achievement and Student Learning, it was incorporated into Program Review this year for completion by department/programs/units.</li> <li>ACCJC will be conducting a site visit in April 2014 of the Substantive Changes for the Brentwood Center, Fire Academy and Police Academy.</li> </ul>
6.	Key Concepts to pay attention to	- Keep track of list below	Kiran	5	<ul style="list-style-type: none"> <li>Please continue to pay attention to key concepts listed below while working on the third draft.</li> </ul>
7.	Other/Future Agenda items:		All		<ul style="list-style-type: none"> <li>The role of the ASC is to provide direction and where the Standards Committee Co-Chairs can share information and learn from each other. This is where you should bring your</li> </ul>

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				<p>questions and concerns so that you are able to guide members of your team. If questions come up that are different than feedback, please bring to the next meeting (Ex. questions about whether an issue should qualify as an Actionable Improvement Plans or not, etc.)</p> <ul style="list-style-type: none"> <li>• Plan for the April 7, 2014 College Assembly</li> </ul>
Next meeting:	ASC + Standards Co-Chairs on March 13, 3 to 5 pm			
<p><b>Keys concepts to pay attention to:</b></p> <p><b><u>New Items:</u></b></p> <ul style="list-style-type: none"> <li>• Is the website listed as evidence up-to-date? If not, inform the manager overseeing the area.</li> <li>• Vetting information in your Standard – correcting and adding information.</li> </ul>				
<b><u>Previous items:</u></b>			<ul style="list-style-type: none"> <li>• In progress</li> </ul>	
<ul style="list-style-type: none"> <li>• Pay close attention to the Previous Recommendations in the Self-Evaluation included in each Standard</li> </ul>			<ul style="list-style-type: none"> <li>• In progress</li> </ul>	
<ul style="list-style-type: none"> <li>• Gather evidence to support statements and processes during the 3rd draft (due March 14)</li> </ul>			<ul style="list-style-type: none"> <li>• In progress</li> </ul>	
<ul style="list-style-type: none"> <li>• Pay close attention to the previous “Actionable Improvement Plans” and “Recommendations” in each Standard so that the same issue is not documented again as an item to improve upon.</li> </ul>			<ul style="list-style-type: none"> <li>• In progress</li> </ul>	
<ul style="list-style-type: none"> <li>• Setting Standards for Student Achievement at the Institution and in each Program (Standard IB2 and IB3; and Eligibility Requirement #10)</li> </ul>			<ul style="list-style-type: none"> <li>• Included in program review 2014</li> </ul>	
<ul style="list-style-type: none"> <li>• Pay attention to our processes – Are they documented and clear? Does everyone understand them?</li> </ul>			<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>• Transparent processes for assessment and program review</li> </ul>			<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>• All documentation (print and website) should be accurate and clear</li> </ul>			<ul style="list-style-type: none"> <li>• In progress</li> </ul>	
<ul style="list-style-type: none"> <li>• All committee membership, minutes and agendas online</li> </ul>			<ul style="list-style-type: none"> <li>• In progress – SGC discussions</li> </ul>	
<ul style="list-style-type: none"> <li>• Making the public aware of our accreditation and our quality (website)</li> </ul>			<ul style="list-style-type: none"> <li>• Done</li> </ul>	
<ul style="list-style-type: none"> <li>• Think of the self-evaluation report as “Telling our Story”</li> </ul>			<ul style="list-style-type: none"> <li>• In progress</li> </ul>	
<ul style="list-style-type: none"> <li>• Distance Education Sub Change</li> </ul>			<ul style="list-style-type: none"> <li>• Done</li> </ul>	
<ul style="list-style-type: none"> <li>• Address Distance Education in each of the Standards</li> </ul>			<ul style="list-style-type: none"> <li>•</li> </ul>	

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<ul style="list-style-type: none"> <li>• Brentwood Center and Off-site Academy Sub Changes</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> </ul>
<ul style="list-style-type: none"> <li>• Address student services in Brentwood and Off-sites in the Standards</li> </ul>	<ul style="list-style-type: none"> <li>• In progress</li> </ul>
<ul style="list-style-type: none"> <li>• Widespread dialogue on assessment results and pedagogy</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrating improvements – include evidence of changes as a result of re-assessing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Gathering data and evidence</li> </ul>	<ul style="list-style-type: none"> <li>• In progress</li> </ul>
<ul style="list-style-type: none"> <li>• Mission – review statement and accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> </ul>
<ul style="list-style-type: none"> <li>• Satisfaction surveys – Employee and students</li> </ul>	<ul style="list-style-type: none"> <li>• Student satisfaction survey done in Spring 2013</li> <li>• SENSE done in fall 2012</li> <li>• CCSSE done in spring 2013</li> <li>• Employee survey done in January 2014</li> </ul>