

**Accreditation Steering Committee Meeting  
Minutes  
November 14, 2013; 3:00 p.m. to 5:00 p.m.; Room L 105**

**ASC Co-Chairs Present:** Kiran Kamath (Accreditation Liaison Officer)

**ASC Co-Chairs Not Present:** Bob Kratochvil (President)

**ASC Members:** Michael Norris (Past Academic Senate President), Linda Kohler (Classified Senate President),  
BethAnn Robertson (Administrative Assistant, Office of Planning and Institutional Effectiveness)

**ASC Members Not-Present:** Kevin Horan (Vice President), Louie Giambattista (Academic Senate Vice-President),  
Brianna Klipp (Associated Students Senate President)

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

**Standards Committee Co-Chairs Not Present:** Natalie Hannum, Ann Starkie, Kimberly Wentworth, Nancy Ybarra

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

#	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>• Reviewed and approved agenda.</li> <li>• Reviewed and approved minutes from 10/17/13 meeting.</li> </ul>
2.	College Assembly on Accreditation – 11/18/13 (See Handout)	Finalize presentation	Kiran	45	<ul style="list-style-type: none"> <li>• The <i>Accreditation Standards Improvements</i> handout was given to all. The document notes in the “Addressed By” column who the action agent will be. Many items are already being addressed and should be noted in the “Self Evaluation” Section of the report by each Standard. Those that cannot be addressed, should be noted as ‘Actionable Improvement Plans’. Five items on the list are currently potential Actionable Improvement Plans.</li> <li>• A draft PowerPoint for the College Assembly on November 18, 2013 has been developed based on the bullet points sent by each Standard to Kiran yesterday.</li> <li>• The ASC and Standards Co-Chairs reviewed it and provide the following feedback: <ul style="list-style-type: none"> <li>○ What level should the presentation be at</li> </ul> </li> </ul>

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					<p>... 40,000 or 10,000 foot so as to not only inform, but also educate the college about accreditation?</p> <ul style="list-style-type: none"> <li>○ Suggestions included modifying the date format, not listing the Standard in detail but just the number, have three slides for each Standard, change 'not met' to 'improvements in progress', put the 2008 Recommendations in order and add the word "alignment" after Brentwood Center, beef up information in Standard III, in Standard IV add 'ACCJC', and remove 'creation of a shared governance budget committee' as an improvement plan since it is still in discussion in the Academic Senate.</li> <li>○ There was discussion as to whether student participation in shared governance should be an 'improvement plan'. It was decided that that was not a good idea since the opportunity is made available to students, but that they cannot be forced to participate.</li> <li>● It was suggested to place the second draft on the college website and not on InSite for easier access for the college. Each Standard co-chair was asked individually if they were agreeable. There was unanimous agreement to post it on the LMC Website.</li> </ul>
3.	Accreditation Evidence <i>(See Handout)</i>	Develop a simple system	Kiran	20	<ul style="list-style-type: none"> <li>● A handout entitled "Steps to Documenting Evidence for Standards Committees" was provided and discussed. Commendation made to the Office of P&amp;IE for simplifying a</li> </ul>

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					<p>complex process with the Excel spreadsheet.</p> <ul style="list-style-type: none"> <li>• BethAnn e-mailed all Standards Co-Chairs an Excel template for documenting and tracking evidence. Standards Committees may use this template or one they may have already developed. Utilizing this Excel spreadsheet template would work best to merge into one college Master Evidence List. The Office of P&amp;IE has offered to assist any Standard Committee that needs help.</li> </ul>
4.	Surveys	Questions needed by your Standard to be included in Employee Satisfaction Survey	Kiran	10	<ul style="list-style-type: none"> <li>• For the Employee Satisfaction Survey the Planning Committee will work with Greg Stoup and build on the questions included in the 2010 survey. By keeping the 2010 questions as part A, we can evaluate changes and see the trend. A second part – part B – will be added based on additional questions needed by the accreditation standards committees and shared governance committees.</li> <li>• Kiran will talk to Greg to determine a deadline for submission of survey questions. ASC members and Standards Co-Chairs should begin to think of and submit any questions they may want to be added to the Employee Satisfaction Survey to Kiran. Kiran will inform committees of survey question deadline.</li> <li>• The timeline is tight if the survey comes out in Spring 2014 to use the results for any major changes that need to be made to the Self Evaluation Report. If we could send it out during Flex (January 2014) and have it due by January 31, 2014 then request Greg to</li> </ul>

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					compile and get results by mid-February. If necessary, reserve one of the computer labs on a Flex day and have it open for employees to come in and complete the survey.
5.	Accreditation timeline and next steps ( <i>See Handout</i> )	Maintaining a smooth process all the way to the finish line!	Kiran	10	<ul style="list-style-type: none"> <li>Review handout provided of updated timeline. Richard and Kiran will edit the second draft during the winter break to get it to the near final submission format in January 2014. During the third draft, committees will only be adding missing information and continue to gather evidence to complete the final report. Since it will be going to the June Board, college approvals will begin in April and the report will be done by the end of March 2014. It will be a tight timeline to completion.</li> </ul>
6.	Setting Standards for Student Achievement and Student Learning	Incorporate it in to regular LMC processes	Kiran	20	<ul style="list-style-type: none"> <li>Postponed to next meeting due to time constraints.</li> </ul>
7.	Other/Future Agenda items:		All		None
	Next meeting:	ASC + Standards Co-Chairs on December 12, 3 pm -5 pm			Last meeting of the semester.