Accreditation Steering Committee Meeting  
Agenda  
February 13, 2014; 3:00 p.m. to 5:00 p.m.; Room L 105

ASC Co-Chairs: Bob Kratochvil (President), Kiran Kamath (Accreditation Liaison Officer)
ASC Members: Kevin Horan (Vice President), Silvester Henderson (Academic Senate President), 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: Ken Alexander, Jeffrey Benford, Curtis Corlew, Robert Estrada, Ruth Goodin, Natalie Hannum, Sharen McLean, Gail Newman, Ann Starkie, Kimberly Wentworth, Nancy Ybarra

Co-Editors: Kiran Kamath/Richard Livingston

<table>
<thead>
<tr>
<th>#</th>
<th>Agenda Topic</th>
<th>Desired Outcome</th>
<th>Facilitator</th>
<th>Time (minutes)</th>
<th>Follow up:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Agenda and Minutes</td>
<td>Review and approve</td>
<td>Kiran</td>
<td>5</td>
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</table>
| 2. | Third draft                       | - Feedback from 2nd draft editing  
- Clear understanding of next steps in the process  
- Presenting and discussing your Standard in college committees and senates to continue to gather institutional feedback  
- Incorporating feedback in the third draft  
- Incorporating information from Employee and Student surveys in the third draft  
- Collecting the evidence (PDF) | Kiran/Bob | 30-40           |            |
| 3. | Accreditation Evidence            | - Following the common evidence system adopted at the last ASC meeting in November | Beth        | 20-30          |            |
| 4. | Accreditation timeline and next steps | Shared understanding to maintain a smooth process all the way to completion | Kiran       | 10             |            |
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| 5. | Other updates and information sharing: | - Setting Standards for Student Achievement and Student Learning Incorporated into program review process  
- Accreditation site visit in April 2014 for Brentwood, Fire Academy and Police Academy | Kiran/All | 5 |
| 6. | Key Concepts to pay attention to | - Keep track of list below | Kiran | 5 |

### Other/Future Agenda items:
- ASC meeting on February 27, 3 to 5 pm  
- ASC + Standards Co-Chairs on March 13, 3 to 5 pm

### Keys concepts to pay attention to:

#### New Items:
- Setting Standards for Student Achievement at the Institution and in each Program (Standard IB2 and IB3; and Eligibility Requirement #10)  
- 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.  
- Gather evidence to support statements and processes during the 3rd draft (due March 14)  
- Is the website listed as evidence up-to-date? If not, inform the manager overseeing the area.

#### Previous items:
- Pay close attention to the Previous Recommendations in the Self-Evaluation included in each Standard  
- Pay attention to our processes – Are they documented and clear? Does everyone understand them?  
- Transparent processes for assessment and program review  
- All documentation (print and website) should be accurate and clear  
- All committee membership, minutes and agendas online  
- Making the public aware of our accreditation and our quality (website)  
- Think of the self-evaluation report as “Telling our Story”
## Accreditation Steering Committee Meeting

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<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Status</th>
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<tbody>
<tr>
<td>• Distance Education Sub Change</td>
<td>• Done</td>
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<tr>
<td>• Address Distance Education in each of the Standards</td>
<td>•</td>
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<tr>
<td>• Brentwood Center and Off-site Academy Sub Changes</td>
<td>• Done</td>
</tr>
<tr>
<td>• Address student services in Brentwood and Off-sites in the Standards</td>
<td>•</td>
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<td>• Widespread dialogue on assessment results and pedagogy</td>
<td>•</td>
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<tr>
<td>• Demonstrating improvements – include evidence of changes as a result of re-assessing</td>
<td>•</td>
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<tr>
<td>• Gathering data and evidence</td>
<td>• In progress</td>
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<tr>
<td>• Mission – review statement and accomplishments</td>
<td>• Done</td>
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| • Satisfaction surveys – Employee and students                              | • Student satisfaction survey done in Spring 2013  
  • SENSE done in fall 2012  
  • CCSSE done in spring 2013  
  • Employee survey pending done in January 2014 |