

**Accreditation Steering Committee Meeting
Agenda
March 27, 2014; 3:00 p.m. to 5:00 p.m.; Room L 106**

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

#	Agenda Topic	Desired Outcome	Facilitator	Time (minutes)	Follow up:
1.	Agenda and Minutes	Review and approve	Kiran	5	
2.	Third draft	<ul style="list-style-type: none"> • Clarify any questions about evidence • Discuss Actionable Improvements from each Standard 	Kiran/All	30	
3.	Prepare for College Assembly on 4/7/2014	<ul style="list-style-type: none"> • Format and presentation by each Standard of significant findings and actionable improvement plans • Goal is to listen to college feedback and gain widespread endorsement of report 	Bob/Kiran	40	
4.	ACCJC Annual Report	<ul style="list-style-type: none"> • Review and approval of report; submission deadline 3/31/2014 	Kiran	20	
5.	Other updates and information sharing:	<ul style="list-style-type: none"> • ACCJC site visit for Brentwood, and Police and Fire Academies on 4/24/2014 	Kiran/All	5	
6.	Key Concepts to pay attention to	<ul style="list-style-type: none"> • Keep track of list below 	Kiran	5	
7.	Other/Future Agenda items:		All	5	
	Next meeting:	ASC + Standards Co-Chairs meeting on April 10, 3 to 5 pm No ASC meeting on April 24, 3 to 5 pm—ACCJC site visit			

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Keys concepts to pay attention to: <u>New Items:</u>	
<ul style="list-style-type: none"> • Is the website listed as evidence up-to-date? If not, inform the manager overseeing the area. • Vetting information in your Standard – correcting and adding information. 	
<u>Previous items:</u>	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Pay close attention to the Previous Recommendations in the Self-Evaluation included in each Standard 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Gather evidence to support statements and processes during the 3rd draft (due March 14) 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Setting Standards for Student Achievement at the Institution and in each Program (Standard IB2 and IB3; and Eligibility Requirement #10) 	<ul style="list-style-type: none"> • Included in program review 2014
<ul style="list-style-type: none"> • Pay attention to our processes – Are they documented and clear? Does everyone understand them? 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Transparent processes for assessment and program review 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • All documentation (print and website) should be accurate and clear 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • All committee membership, minutes and agendas online 	<ul style="list-style-type: none"> • In progress – SGC discussions
<ul style="list-style-type: none"> • Making the public aware of our accreditation and our quality (website) 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Think of the self-evaluation report as “Telling our Story” 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Distance Education Sub Change 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Address Distance Education in each of the Standards 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Brentwood Center and Off-site Academy Sub Changes 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Address student services in Brentwood and Off-sites in the Standards 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Widespread dialogue on assessment results and pedagogy 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Demonstrating improvements – include evidence of changes as a result of re-assessing 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Gathering data and evidence 	<ul style="list-style-type: none"> • In progress
<ul style="list-style-type: none"> • Mission – review statement and accomplishments 	<ul style="list-style-type: none"> • Done
<ul style="list-style-type: none"> • Satisfaction surveys – Employee and students 	<ul style="list-style-type: none"> • All results are at www.losmedanos.edu/planning • Student satisfaction survey (Spring 2013), SENSE (fall 2012), CCSSE (spring 2013) • Employee survey (January 2014)