Accreditation Leadership Team Meeting
Minutes
February 27, 2015; 12:30 p.m. to 2:30 p.m.; Room SS-409

Co-Chairs: Kiran Kamath (ALO), Bob Kratochvil (President)
Steering Committee Members Attending: Kevin Horan (Vice President, Instruction and Student Services); Janith Norman (Vice President, Academic Senate)
Steering Committee Members Not Attending: Linda Kohler (President, Classified Senate); Gary Walker (President, Associated Students)

#	Agenda Topic	Desired Outcome	Facilitator	Time (mins)	Meeting Notes:
1.	Welcome	Information	Bob/Kiran	5	• Bob and Kiran welcomed the ASC members to the meeting. Bound photocopies of the 2014 Accreditation Standards were handed out to the ASC members.
2.	Review: Agenda Minutes from January 22, 2015	Action	Kiran	5	• The February 27, 2015 agenda was reviewed and approved by the Committee. • The January 22, 2015 minutes was reviewed and approved by the Committee.
3.	Communicating ASC meeting information to the campus-website, emails	Information and Discussion	Kiran	5	• A new tab was added to the Accreditation website, for Accreditation Steering Committee. A list of members, agendas and minutes are posted on this webpage. • The Committee decided to not send out campus-wide e-mails for Accreditation Steering Committee meetings. Campus e-mails should be sent for occasional progress updates (i.e. Annual Report submitted, Follow-Up Report progress). Janith offered to compile a packet following every ASC Meeting with handout(s), agenda and minutes from the meeting for her reports to the Academic Senate. • The campus will be notified about where to find this information on the website. A campus-wide e-mail will be sent after the April 20, 2015 College Assembly updating the college on our progress.
4.	ASC membership – any changes?	Information and Discussion	Bob	5	• The purpose of the ASC is to keep LMC on track with accreditation, since it is ongoing with annual reports, follow-up report, mid-term report, and completion of work on the AIPs. • As a result of the meetings about the new Brentwood Center, which are scheduled on Thursday afternoons, the Committee will meet for half an hour during a Cabinet meeting on March 18. This will enable Gail and Ronke to participate and provide an update on the Response to the Recommendations that they are leading. • The ASC membership will remain as it is for now.
5.	Annual Spring Report due March 31, 2015 (Handout)	Information and Discussion	Kiran	10	• Kiran received the Annual Spring Report form and it was e-mailed to ASC members on February 24th. The questions have not changed much from last year's form. Sections of the report have been assigned to various LMC personnel for information. The due date

					for the information to Kiran is March 13th. The final report is due to ACCJC on March 31st.

6.	ACCJC Action Letter and External Evaluation Report
	
	Next Steps
		Information and Discussion	Bob/Kiran	50	• The *External Evaluation Report* and the *ACCJC Action Letter* are both posted on the "Accreditation 2014" and "Accreditation Home" webpages. Kiran has developed a summary of excerpts of issues to address (not of commendations and positive comments which can be read in the full report) from the *External Evaluation Report* for the Committee. Janith will include this document in her packet to the Academic Senate leadership.
					• One of the Recommendations in the *External Evaluation Report* is about facilities, services and technology at Brentwood. Among the ideas discussed were:
					  o Partner with the Employment Development Department (EDD) to use some of their parking spaces during peak times.
					  o The Recommendation includes addressing the need for more bookstore services, counseling, financial aid, library services, and instructional technology support. There will be some requests in RAP to address this Recommendation.
					• At the College Assembly on Monday March 2nd, Recommendations from the *External Evaluation Report* Summary will be reviewed.
					• The ASC discussed an email inquiry received from a faculty member in order to better understand the questions in the email. Kiran will respond on behalf of the ASC.
					• The Recommendation Response Teams have been formed. The members known as this time are:
					  o Recommendation #1 Response Team (RAP) – Aderonke Olatunji (co-chair), Ann Starkie (co-chair), and Jennifer Adams.
					  o Recommendation #2 Response Team – Gail Newman (chair), Kevin Horan, Mike Becker, Sharon McLean, Sophia Ramirez and a Librarian

7.	Accreditation Follow-Up Report: Timeline, Process, Teams, Membership (Handout)	Information, Discussion and Action	Kiran/Bob	20	• The draft from the Recommendation Response Teams is due on April 10th along with any evidence gathered electronically. The Draft Follow-Up Report Timeline was reviewed by the President's Cabinet and the ASC earlier. • The Senates (Academic, Classified and Student) will schedule a first reading during their meetings in late April. The second reading, with approval, is scheduled in the Senates (Academic, Classified, Student) first meetings in May. The Recommendation Response Team Chairs and/or members should be present during these meetings.

					• A College Assembly on April 20th will include a presentation on the Follow-Up Report. Two days after the College Assembly SGC will conduct their first reading of the draft. After the Senates (Academic, Classified, Student) have approved it in early May, the SGC will have their second reading with approval. • Kiran will e-mail Silvester Henderson and copy Erich Holtmann, Janith Norman and Abigail Duldulao to schedule the Follow-Up Draft Report readings and approval on the Academic Senate Agenda for April 27th and May 11th. • The Committee approved the *Accreditation Follow-Up Report Timeline.* "Draft" will be removed from the timeline and shared at the College Assembly. The timeline will also be posted on the "Accreditation Steering Committee" webpage.
8.	Actionable Improvement Plans in Self Evaluation Report – Report back progress update from last meeting (Handout)	Information and Discussion	Kiran/Bob	10	• Kiran Kamath (Planning Committee Chair) reported on AIP #1 – The Planning Committee (PC) is aware that they need to work on this AIP. Kiran has informed the Instructional Deans, so that they can attend the Planning Committee meetings when this item is on the agenda. The PC would benefit by having an instructional dean as a member. Kevin stated he would speak with the Instructional Deans to coordinate which dean would be available to join. • Kevin Horan reported on AIP #2 – The Distance Education Committee (DE) has been "re-adopted" by the Academic Senate. Kevin has meet with the DE Committee and the work on AIP #2 is in progress. The DE Committee is working on their Strategic Plan and it should be completed by the end of this semester. • Kevin Horan reported on AIP #3 – Kevin stated that he needs to meet and discuss with Dave Belman his role in AIP #3. • Bob Kratochvil reported on AIP #4 –He talked with Ruth Goodin (EEO Committee) and Dio Shipp will be meeting with Bob. Bob will inform Ruth that she will be the lead on this AIP. • Bob Kratochvil reported on AIP #5 – Bob stated that Aderonke (Ronke) Olatunji (Director of Business Services) and TAG are working on the *LMC Technology Strategic Plan*. Bob will inform Ronke that she is the lead on this AIP. • Bob Kratochvil reported on AIP #6 – Ronke is aware she is the lead on this AIP and is currently working to address it. • Bob Kratochvil reported on AIP #7 – Ronke is assisting the President's Office and SGC with this AIP.

Minutes
February 27, 2015; 12:30 p.m. to 2:30 p.m.; Room SS-409

				• Bob Kratochvil reported on AIP #8 – Satish Warrier (DO) and Mike Becker (IT Services Manager) are working on this AIP.
9.	Other		All		• The ASC discussed whether or not there should be an accreditation debriefing meeting. No decision was reached.
10.	Spring 2015 meeting dates: March 18th, April 16th and May 14th in SS-409				• After some discussion, the ASC decided to reschedule the March 12th ASC Meeting. This meeting will now take place during part of the President's Cabinet Meeting (a half-hour of the Cabinet agenda will be allotted for the ASC meeting) on Wednesday March 18, 2015 in SS4-409. The exact time will be e-mailed to the Committee when finalized.
11.	Adjourned at 2:30 p.m.				
	Future Agenda Items: Implementing the 2014 Accreditation Standards				

4 | P a g e