



## Organization of Self Evaluation Process

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**“The instructors have vast experience in both the classroom and the field;**

the knowledge they share gives me the confidence to move forward with my career as a firefighter. Their enthusiasm for their profession creates excitement for what my future holds!”

**- Chris Giddis**  
*Fire Technology student*  
*Fire Academy graduate '11*



## Organization of the Self Evaluation Process

### *Fall 2012*

In preparation for Los Medanos College's *2014 Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation*, the College formed the Accreditation Steering Committee (ASC) in August 2012. This standing committee is comprised of the College president, vice president of instruction and student services, Academic Senate president, Classified Senate president, president of the Associated Students, and the accreditation liaison officer. The Committee met twice a month on a regular basis to discuss accreditation-related issues, such as the self-evaluation process, accreditation timeline, annual reports, and setting institutional standards; this group also drafted the Response to Previous Recommendations from the 2008 Accreditation Site Visit (OR-1). Unfortunately, the president of the Associated Students did not attend any of the ASC meetings; however, beginning in the fall 2013 semester, the LMCAS president and other members of student government became very involved in the vetting and approval process of the self-evaluation report.

By the end of August 2012, the Standards Committees were formed and Standards co-chairs were selected. Each Standard committee had faculty, classified staff, and managers representing both the Pittsburg campus and the Brentwood Center. The College made several efforts to recruit students to the Standards committees, but was not successful due to the time commitment involved. The membership of each Standard included those with expertise in the Standard, as well as those who did not have expertise, so as to provide an objective critique during the self-evaluation process. The ASC met with the co-chairs of the Standards Committees at its second meeting each month to provide support and guidance to the co-chairs, to discuss the self evaluation process, and to address questions or concerns. During many months, the ASC met with the Standards co-chairs at both its monthly meetings.

In October 2012, members of the Accreditation Steering Committee and the Standards co-chairs attended a full-day accreditation training presented by ACCJC at Contra Costa College. The College held its first College Assembly on accreditation in October 2012 to provide an overview of the Accreditation Standards, Eligibility Requirements, and Commission Policies, and to introduce the members of the Accreditation Steering Committee and the Standards co-chairs (OR-2). It is to be noted that all employees of the College were encouraged, during the spring and summer 2012 semesters, to participate in the online "Accreditation Basics" course offered by the Commission – many members of the College community did take the course and received Flex credit for it.

An electronic folder was created on the District-supported InSite portal for the LMC 2014 accreditation self evaluation report. The agendas and minutes of the ASC meetings were posted on InSite for the College community to read (OR-3, OR-4, OR-

5). The Standards committees used InSite to post their drafts and upload evidence as they gathered it during the writing process.

### *Spring-Summer 2013*

During April 2013, the first draft of the self evaluation report was completed and the College held its second College Assembly on accreditation (OR-6). The co-chairs of each Standard provided an update to the College community. In summer 2013, the co-editors reviewed the first draft and provided individual feedback and guidance to the co-chairs of each Standard. The District Research and Planning Office completed an external environmental scan and an internal College scan, and provided LMC with the data (INT-2, INT-10, OR-7).

### *Fall 2013*

In September 2013, data from the environmental scan, and data on student demographics and success were shared at the third College Assembly related to accreditation (OR-8). During the semester, some of the Standards committees shared information from their drafts with various campus committees and senates to gather input and feedback. In November 2013, the Standards committees completed their second draft, and the College held its fourth College Assembly on accreditation (OR-9). The unedited second draft was posted online, in an unadvertised section of the LMC website to facilitate College wide review and feedback. The Standards co-chairs shared College strengths, findings, and possible actionable improvement plans. Draft responses to Recommendations from the 2008 Accreditation Site Visit were also discussed to gather additional input. The co-editors reviewed the second draft between November and January, and provided feedback to the Standards co-chairs in January 2014.

### *Spring 2014*

The third draft was completed in March 2014 and was again uploaded to the College website for vetting. Potential actionable improvement plans were discussed with College groups, such as the Shared Governance Council, the Planning Committee, and the President's Cabinet. Individual Standards committees continued to vet their drafts and gather feedback from the Academic Senate, the Student Senate, and the Classified Senate. The College held its fifth College Assembly on April 7, 2014, to share the potential actionable improvement plans for college wide dialogue around four broad focus areas (OR-10, OR-11). The College held its sixth College Assembly on May 5, 2014, to share the final Actionable Improvement Plans with the campus community. The dialogue led to rephrasing some of the Actionable Improvement Plans. In May 2014, the self evaluation report was approved by the Academic Senate, the Classified Senate, LMC Associated Students, and the Shared Governance Council. It was endorsed by the President's Cabinet. In June 2014, the Governing Board of the Contra Costa Community College District reviewed and approved the self evaluation report (OR-12).

## Los Medanos College Accreditation Timeline

TIMELINE	ACTIVITY
August 31, 2012	Accreditation Steering Committee formed Accreditation Standards Committees formed
September 2012	Organizational meetings begin for Steering Committee Organizational meetings begin for Standards Committees
September 2012 – May 2014	Steering Committee meetings – reports from Standards Committees on issues, concerns and evidence required. Standards Committee meetings
September- October 31, 2012	Steering Committee reviews previous recommendations and begins drafting response.
October 12, 2012	Accreditation Training for Steering Committee (all day at CCC)
October, 2012	First College Assembly to update the College community
April, 2013	Select Editor/s
April 29, 2013	College Assembly – update on progress of first draft
April 30, 2013	First draft due from Standards Committees to ALO.
May, 2013	Review of first draft by members of the Steering Committee and President’s Cabinet
May-July, 2013	ALO and Co-Editors compile first draft of entire document
April-August 2013	Research Office gathers data
July-December 2013	Develop template for accreditation self-evaluation report and the website
End-August 2013	First draft of response to previous recommendations from Steering Committee to ALO
August 2013	ALO and Co-Editors meet with Accreditation Standards Committees to return edited drafts with gaps and issues noted
September 2013	Status Report to SGC
September 11, 2013	College Assembly – Results of Environmental Scan, SENSE and CCSSE Survey results
September 2013	Standards Committees gather input from employee focus groups and from student focus groups
November 1, 2013	Steering Committee reaches closure on response to previous recommendations and background information
November, 2013	College Assembly on significant findings and ‘possible’ actionable improvement plan items. Presentation of Learning Outcomes and Assessment
November 15, 2013	Second draft due along with all evidence gathered from Standards Committees & Responses to Previous Recommendations to ALO
November, 2013 – January, 2014	Steering Committee, readers and College community review drafts posted on LMC website

Mid-November to end-January 2014	Co-Editors edit and compile the entire document from Standards Committees and the Steering Committee into a single voice.
Early February, 2014	ALO returns edited documents to Standards Co-Chairs
March, 14 2014	Third draft and evidence due to ALO from Standards Committees Standards Committees and Office of P&IE compile evidence – paper and electronic copies
March 2014	Third draft on the website for vetting
Late March-Early April 2014	Presentation of ‘potential’ Planning Agenda items to SGC
April 7, 2014	College Assembly on significant findings and ‘potential’ actionable improvement plan items
April-May 2014	Co-Editors do final editing
April-May 2014	Finalize the “look” and production of the self study
April-May 2014	All information (programs, departments, services) on College website is reviewed for currency.
April -May, 2014	SGC and all constituency approval
May 5, 2014	College Assembly on ‘final’ actionable improvement plan items
May 2014	Final “Final” document is ready
May 2014	Self Evaluation draft reviewed by President’s Cabinet and Chancellor’s Cabinet
May 27, 2014	Document submitted for CCCC CD Governing Board approval
May 27, 2014	Document submitted to Marketing department to ‘pour’ into final document
June 25, 2014	CCCCD Board study session on college reports; Board approval
July 1, 2014	Report sent to printer for reproduction
August 1, 2014	Overnight printed report along electronic copy of report and evidence to ACCJC
October 6-9, 2014	Accreditation Team Site Visit
January 2015	ACCJC decision

## Accreditation Committees and Members

<b>Committee</b>	<b>Co-Chairs</b>	<b>Members</b>
Accreditation Steering Committee	Bob Kratochvil (President) Kiran Kamath (ALO and Editor)	Louie Giambattista (Academic Senate President and Vice President) Kevin Horan (Vice President) Brianna Klipp (Associated Students Senate President) Linda Kohler (Classified Senate President) Richard Livingston (Co-Editor) Michael Norris (Academic Senate Past President) Beth Ann Robertson (Administrative Assistant)
Standard I	Kevin Horan (Manager) Sharen McLean (Classified)	Carol Hernandez (Faculty) Danielle Liubicich (Faculty) Ryan Pedersen (Faculty) Eric Sanchez (Classified) Eileen Valenzuela (Manager)
Standard IIA	Ken Alexander (Faculty) Curtis Corlew (Faculty) Natalie Hannum (Manager)	Tawny Beal (Faculty) Dave Belman (Manager) Peter Doob (Faculty) Paula Gunder (Faculty) Kiran Kamath (Manager) Cindy McGrath (Faculty) A'kilah Moore (Manager) Grace Villegas (Classified) Nancy Ybarra (Manager)
Standard IIB	Jeffrey Benford (Manager) Gail Newman (Manager)	Robin Armour (Manager) Shirley Baskin (Faculty) Kathryn Nielsen (Manager) Leetha Robertson (Classified) Carole Rogers (Classified) Julie Von Bergen (Faculty) David Wahl (Manager)
Standard IIC	Kim Wentworth (Faculty) Nancy Ybarra (Manager)	Camme Benzler (Classified) Teresa Ferguson (Classified) Christina Goff (Faculty) Jim Kolthoff (Classified) Sandra Mills (Classified) Christine Park (Faculty) Carla Rosas (Manager)
Standard III	Bob Estrada (Manager) Ann Starkie (Classified)	Rosa Armendariz (Faculty) Mike Becker (Manager) Camme Benzler (Classified) Barbara Cella (Manager) Kathy Griffin (Classified) Russ Holt (Manager) Kirsten Martin (Faculty)

		Aderonke Olatunji (Manager) Mary Oleson (Classified) Nancy Whitman (Faculty)
Standard IV	Ruth Goodin (Manager) Linda Kohler (Classified)	Jorge Cea (Manager) Bob Kratochvil (Manager) Richard Livingston (Adjunct Faculty) Lisa McFarland (Classified) Ginny Richards (Faculty) Clint Ryan (Adjunct Faculty) Sandi Schmidt (Classified) Janice Townsend (Faculty)



**Organization Self Evaluation Process - Evidence List**

INT-2	2014 LMC-BRT Accreditation Data
INT-10	2013 Environmental Scan
OR-1	Accreditation Timeline-Final
OR-2	College Assembly October 2012-Accreditation PowerPoint
OR-3	Accreditation Steering Committee Meeting Agenda 13Feb2014
OR-4	Accreditation Steering Committee Meeting Minutes 13Feb2014
OR-5	Accreditation Steering Committee Meeting Agenda 27Mar2014
OR-6	College Assembly April 2013 Accreditation and Mission Statement PowerPoint
OR-7	2014 Brentwood Center Accreditation Data
OR-8	College Assembly September 2013 Accreditation and Environmental Scan PowerPoint
OR-9	College Assembly November 2013 Accreditation Update PowerPoint
OR-10	College Assembly April 2014 Accreditation Update PowerPoint
OR-11	College Assembly April 2014 Accreditation Potential Actionable Improvement Plans Handout
OR-12	CCCCD Governing Board June 2014 Meeting Minutes-Approval of 2014 ACCJC Self Evaluation Report

*listed in alpha-numeric order*

