LOS MEDANOS
COLLEGE

**Accreditation Steering Committee & All Team Captains Meeting**
**Minutes**
**November 14, 2019; 1:00 p.m. to 3:00 p.m.; Room L-215 (Professional Learning Center)**

**Co-Chairs:** Chialin Hsieh (ALO) and Bob Kratochvil (President)
**Steering Committee Members Present:** Sally Montemayor Lenz (Interim Vice President of Instruction), Tanisha Maxwell (Vice President of Student Services), Carlos Montoya (Vice President of Business & Administrative Services), Nicole Almassey (President, Classified Senate), Scott Warfe (Technical writer)
**Steering Committee Members Absent:** Sabrina Kwist (Dean of Equity & Inclusion), Teresea Archaga (Director of Student Life), Thyra Cobbs (LMCAS President), Josh Bearden (President, Academic Senate)
**Accreditation Work Group Team Captains Present:** Nancy Ybarra (IIA), Dave Belman (IIC)
**Accreditation Work Group Team Captains Absent:** Christina Goff (IIB)
**Note Taker:** Beth Ann Stone

| Item # | Agenda Topic | Desired Outcome | Lead | Meeting Notes |
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| 1. | Welcome | | Chialin | • Chialin welcomed members and captains to the meeting. |
| 2. | Review: Agenda October 10, 2019 Meeting Minutes | Action | Chialin | • The Committee reviewed and accepted the agenda<br>• The Committee reviewed and accepted the minutes from the October 10, 2019 meeting. |
| 3. | Updates: Accreditation Technical Writer & Editing Team Update Standard Captain Progress Report<br>• Standard Team's Next Steps<br>• Action Plan Tracking<br>• Introduction | Information | Scott W./Standard Captains | Editing Team Update-Review Spring 2020 Timeline: A survey was sent to all faculty to provide responses and input on SLO alignment with GE SLOs. CTE programs are mapping their PSLOs to the six (6) competencies. Cindy McGrath is doing a Flex in January on GE SLOs. All of the information being gathered – survey results, CTE mapping, instructional program alignment to GE SLOs will be incorporated into a report from the GE Committee to the Academic Senate in spring 2020. Nancy Ybarra will inform the Editing Team and update the standard narrative according to the information provided in the report, in addition to an overview of the process.<br>Standard Team's Next Steps: The next ISER 2020 draft has had all feedback received through the College Assembly on October 28th, via campus-wide e-mail and the online feedback submission tool, and in all three (3) Senate and committee meetings earlier in the fall semester. BethAnn will provide a separate timeline and further information on evidence collection and developed action plans. Evidence |

collection and lists are due on or before December 15th, the next close-to-final draft of the ISER 2020 is due to the President's Office for review and revision on January 15th.

Action Plan Tracking: BethAnn provided each of the Standard Team Captains with the action plans for their designated sub-standard(s). The Standard Team Captains are instructed to review their action plans and follow-up with the responsible party(s) for the action plan. Additionally, the Standard Team Captain should update their standard narrative in the *ISER 2020* draft to reflect the current status. These action plans were developed from input received during review/feedback process, meetings with Standard Team Captains and the Editing Team, and/or expert review and input. If an action plan may not be resolved in time for the final report, then the narrative should reflect what we have done and a process for how we are going to work towards resolving it.

Introduction: The ASC members and Standard Team Captains briefly reviewed the draft of the Introduction section for the *2020 ISER*. Scott Warfe has worked on writing the draft, locating data, and incorporating data received from the District Office. Upon review of the Introduction section the following was noted:
- In the first paragraph change the inception date to 1974.
- The Editing Team elected to change the colors in the graphs and charts received from District to LMC colors.

One of the Eligibility Requirements included in the Introduction, pertains to the retaining of student complaints. More specifically, do we keep student complaint records for six (6) years. According to District policy, student Code of Conduct files are permanent and kept indefinitely. Student complaints about Faculty/Staff are sent to the Manager responsible for supervision of the department/program faculty and staff. Once the complaint has gone through the process and has been resolved, the responsible Manager typically retains the student complaint file. However, there is no central repository for all student complaint records. Student complaints originate from the complainant's submission to the Student Life Office (c/o Teresea

Archaga). It is noted to utilize the "Student Complaint Process" via the College website and the District policy pertaining to student records as evidence for this ER.

Quality Focused Essay (QFE): Chialin has previously discussed with some Standard Team Captains and ASC members the two (2) project ideas for our QFE. The first project is related to AB 705 in which we will focus on the first-time student completion of their gateway Math and English courses. The second project is related to increasing the number of Math & English course offerings to accommodate more students.

*Project #1 – Completion of Gateway Math & English Courses:* Chialin will be meeting next week with Math and English Faculty, LMC Counselors, Outreach and Managers to develop tasks and timelines associated with the work required to complete this project. Eight (8) programs will include goals related to this work in their Year Three Program Review update. Some data has been gathered related to Math and English completions. As we will be attempting to increase Outreach services and expand these resources, project two will focus on scheduling more course sections in Math and English to allot for the additional first-time HS students we hope to attract.

It is noted that throughout this project we will need to ensure that we obtain accurate data, as getting accurate data is crucial. It is also noted that beginning next year, a dual-enrollment ENGL-100 section will launch.

*Project #2 – Increase in English & Math Courses:* When attracting more high school students to LMC, we need to look not just at Outreach but also Marketing. It is also worth noting that we do not offer some of the degrees that align with some of the Antioch High School academies. This could be a deterrent from HS students attending LMC. We will need to monitor and track the number of first time students and the number of Math and English sections.

These projects align with the work of the Strategic Enrollment Management Committee (SEM). In coordination with that work, Chialin will work with Carlos and SEM on mapping financially what is needed to increase the number of English & Math course sections (i.e. hiring more faculty, increased resources, etc.).

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| | | | | These two (2) QFE projects should be taken to SEM, as it so closely aligns with their work. SEM could also decide to incorporate one of the QFE projects as a goal or SGC could recommend these two (2) projects to SEM as goals. SEM will be reviewing and completing two (2) large activities at their next meeting on Tuesday 11/19 2-5:00pm (QFE and EMP SOAR). Chialin will include data points for SEM members to discuss and provided feedback on in the meeting. It is recommended that the QFE also be presented to the EMP Core Group, to ensure this work is tied to and connected with our EMP goals. It may be helpful to Identify if any members of the QFE Project Group are also a part of SEM. <br><br> *Quality Focused Essay Action Plan:* Chialin will be meeting with the identified experts on QFE Project #1 on Tuesday and Thursday next week. The QFE projects will be communicated to the EMP Core Group at their next meeting to ensure alignment with our EMP 2020-2025 goals. Chialin will present QFE Projects #1 and #2 to SEM next Tuesday. |
| 4. | Evidence: <br> • Process for collecting, naming, citing and listing evidence <br> • Evidence Timeline | Information | BethAnn | Evidence Process: BethAnn provided the ASC and Standard Team Captains with a review of the "Evidence" folder on the Accreditation 2020 Sharepoint which includes a folder for each Standard Team. An Excel evidence template labeled "Standard Evidence List Template" is available for all standard teams to use to enter the evidence they are collecting into the spreadsheet. All evidence should be uploaded to the Standard Evidence folder. A spreadsheet labeled "Master Evidence List-Crucial Items" has been added as a separate tab in the *Standard Evidence List Template* located in the Sharepoint Accreditation 2020-Evidence folder. This spreadsheet contains a list of all of the major documents that will be cited throughout the 2020 ISER (i.e. EMP, Strategic Plan 2014-2019, College Catalog, College Schedule of Courses, UF Contract, Local One Contract, etc.). Since these items appear in multiple standards, BethAnn will collect and name these documents however, when collecting, naming and listing the evidence it is requested that Standard Team Captains ensure the page number(s) referenced for their Standard(s) is included in their *Standard Evidence List Template* and in the draft |

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| | | | | narrative. All evidence must be in PDF format, with all webpages/websites to be screenshot (i.e. no direct links to websites or webpages). It is also noted that the name of the evidence should be the same throughout – the title of the document, the name given in the narrative, the name entered on the standard team's evidence list, the name displayed on InSite. After some discussion during the meeting, it was determined that BethAnn will review all previous drafts of each standard to extract evidence named in the narrative. She will then send a separate e-mail next week to each of the Standard Team Captain's with their most recent *ISER 2020* draft and their *Standard Evidence List* with all evidence previously cited in their narratives included.<br>Evidence Process Timeline: BethAnn reviewed the *Evidence Process Timeline* with the Standard Team Captains and Steering Committee Members. Each Standard Team Captain has been instructed to note the paragraph of the evidence cited in their evidence list (in "Paragraph Cited" column). The evidence collection process is underway now, with all evidence uploaded to the Evidence folders and listed by December 15th. The next final draft (with evidence included) will go to the President's Office for their review on January 15th. |
| 5. | Other | Information /Action | Chialin | |
| 6. | Other | Information | All | |
| 7. | Next Meeting Date: December 12, 2019; 1-3 pm | Discussion | All | |
| 8. | Adjournment | | | Meeting adjourned at 3:26 |
| | Future Agenda Items: | | | |