

**Accreditation Leadership Team Meeting
Minutes
September 11, 2014; 3:00 p.m. to 4:00 p.m.; Room L 109**

Accreditation Co-Chairs: Kiran Kamath, Bob Kratochvil

Accreditation Leadership Team Attending: Ken Alexander, Jeffrey Benford, Barbara Cella, Curtis Corlew, Robert Estrada, Louie Giambattista, Ruth Goodin, Kathy Griffin, Natalie Hannum, Russ Holt, Kevin Horan, Demetria Lawrence, Brianna Klipp, Linda Kohler, Sharen McLean, Gail Newman, Ronke Olatunji, BethAnn Robertson, Ann Starkie, Kimberly Wentworth, Nancy Ybarra, Christina Goff

Accreditation Leadership Team Not Attending: Silvester Henderson, Erich Holtmann, Demetria Lawrence, Brianna Klipp, Linda Kohler, Gary Walker

#	Agenda Topic	Desired Outcome	Facilitator	Time (minutes)	Notes:
1.	Welcome	<ul style="list-style-type: none"> • 	Bob/Kiran	5 mins	<ul style="list-style-type: none"> • Bob and Kiran welcome everyone and thank all for their participation in preparing for the upcoming visit.
2.	College Assembly	<ul style="list-style-type: none"> • Finalize presentation and presenters • Goals are to enhance college awareness about accreditation and raise institutional pride; share information about the Visit. 	Kiran/Bob	20 mins	<ul style="list-style-type: none"> • The purpose of the College Assembly on September 15th is to raise awareness in the college about the accreditation process and visit. This is the last effort we have to inform the college about Accreditation and what to expect before, during and after the Site Visit. • The team reviews the draft PowerPoint for the College Assembly. A Standards co-chair and/or an Accreditation Leadership Team member will present 1-3 slides during the Assembly. The PowerPoint includes the following sides: <ul style="list-style-type: none"> ○ Agenda for the assembly ○ Student Perspectives ○ Why colleges are accredited ○ Dates of Site Visit, standards in accreditation ○ The process and types of action ○ 2008 recommendations ○ Assessment (a few staged questions and examples of assessment) ○ Institution Set Standards

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					<ul style="list-style-type: none"> ○ What are our strengths? What are our weaknesses? ○ Site Visit brief itinerary and how can we prepare. ○ List of the LMC Accreditation Leadership Team ● A suggestion is made to change or add “Site Visit” to bullet #5 of agenda slide. ● A suggestion is made to omit “What are our weaknesses?” and replace with “What are we proud of?” ● A suggestion is to form a “Jeopardy” game into the agenda to keep the tone upbeat and the audience engaged. Audience members have clickers and can respond using the clickers. Courtney Diputado may know how to help with the clickers. It is stated that the question and answer game is a great idea however, there may not be enough time between now and Monday to coordinate and implement the clickers. ● Kiran will e-mail the PowerPoint with slide(s) and names of those presenting to the Accreditation Leadership Team. Christina Goff and Tue Rust will be presenting the slides on student learning outcomes assessment.
3.	Before the Site Visit	<ul style="list-style-type: none"> ● Co-chairs prepare and support members of their Standard Committee ● Assist College Committees you are involved with to prepare for the Visit. ● Logistics about the Visit 	Kiran/Bob	20 mins	<ul style="list-style-type: none"> ● Standards Co-Chairs prepare and support your Standards’ committee members for the visit. It is advised to set-up a meeting with them ASAP to prepare them. Each Standard committee should read and/or review their Standard prior to the visit.

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		<ul style="list-style-type: none"> • Interviews with Standards Committees, college committees and others • Gather additional evidence requested 			<ul style="list-style-type: none"> • College Committees should read and/or review the Standard(s) their committee is involved in (i.e. Planning Committee-Standard I, SGC-Standard IV). Listed at the bottom of the agenda are “Key concepts to pay attention to” including areas where additional evidence may be requested. • The Accreditation Site Visit Team will be staying at the Concord Hilton and will be transported by van daily to and from campus. L-109 will be the Accreditation Team Room no events and no college personnel can enter this room beginning Monday October 6th. The team will provide their Exit Report in the afternoon of Thursday October 9th in the Recital Hall. • All committee chairs need to send a list of members who will be attending the meeting with Visiting Team to Kiran by September 19.
4.	During the Site Visit	<ul style="list-style-type: none"> • Respond to and gather additional evidence as requested expeditiously – within a couple of hours of receiving the request. • ACCJC areas of concern to be aware of • The meeting/interview process 	Bob/Kiran	20 mins	<ul style="list-style-type: none"> • The Accreditation Team will be asking for additional evidence during their Site Visit. Most requests will come through BethAnn Robertson or Kiran Kamath. Some requests can come directly from a team member or the team assistant. As soon as you receive the request, please gather the evidence expeditiously (within an hour or two at most). Please get the evidence to the requestor and a copy to Kiran Kamath. Gathering additional evidence is very time sensitive and should be handled immediately.

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					<ul style="list-style-type: none"> • Some areas of concern for ACCJC External Evaluation or Site Visit are the following: <ul style="list-style-type: none"> ○ Assessment ○ Closing the Loop ○ Processes (documented, clear & transparent) • All departmental and committee webpages should have already been updated and include the most current and accurate information. If your department and/or committee has not yet updated your webpage, please do so immediately. • All meetings and interviews are on a very tight schedule of 30 minutes each. All meetings/interviews must start and end promptly.
5.	Other				<ul style="list-style-type: none"> • Bob and Kiran thanked all for attending and for their hard work. Kiran will send the PowerPoint with the names on the slides of those who will be presenting them.

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<p>Keys concepts to pay attention to:</p> <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. 	<ul style="list-style-type: none"> •
<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"> •
<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"> • Additional evidence may be asked for
<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"> •
<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
<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"> • Additional evidence may be asked for
<ul style="list-style-type: none"> • Transparent processes for assessment and program review 	<ul style="list-style-type: none"> • Additional evidence may be asked for
<ul style="list-style-type: none"> • All documentation (print and website) should be accurate and clear 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • All committee membership, minutes and agendas online 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Making the public aware of our accreditation and our quality (website) 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Think of the self-evaluation report as “Telling our Story” 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Distance Education Sub Change 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Address Distance Education in each of the Standards 	<ul style="list-style-type: none"> • Additional evidence may be asked for
<ul style="list-style-type: none"> • Brentwood Center and Off-site Academy Sub Changes 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Address student services in Brentwood and Off-sites in the Standards 	<ul style="list-style-type: none"> • Additional evidence may be asked for
<ul style="list-style-type: none"> • Widespread dialogue on assessment results and pedagogy 	<ul style="list-style-type: none"> • Additional evidence may be asked for
<ul style="list-style-type: none"> • Demonstrating improvements – include evidence of changes as a result of re-assessing 	<ul style="list-style-type: none"> • Additional evidence may be asked for
<ul style="list-style-type: none"> • Gathering data and evidence 	<ul style="list-style-type: none"> • Additional evidence may be asked for
<ul style="list-style-type: none"> • Mission – review statement and accomplishments 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Satisfaction surveys – Employee and students 	<ul style="list-style-type: none"> • Additional evidence may be asked for about what we did with the results.