

**Accreditation Steering Committee Meeting  
Agenda  
February 13, 2014; 3:00 p.m. to 5:00 p.m.; Room L 105**

**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"> <li>- Feedback from 2<sup>nd</sup> draft editing</li> <li>- Clear understanding of next steps in the process</li> <li>- Presenting and discussing your Standard in college committees and senates to continue to gather institutional feedback</li> <li>- Incorporating feedback in the third draft</li> <li>- Incorporating information from Employee and Student surveys in the third draft</li> <li>- Collecting the evidence (PDF)</li> </ul>	Kiran/Bob	30-40	
3.	Accreditation Evidence	<ul style="list-style-type: none"> <li>- Following the common evidence system adopted at the last ASC meeting in November</li> </ul>	Beth	20-30	
4.	Accreditation timeline and next steps	Shared understanding to maintain a smooth process all the way to completion	Kiran	10	

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5.	Other updates and information sharing:	<ul style="list-style-type: none"> <li>- Setting Standards for Student Achievement and Student Learning Incorporated into program review process</li> <li>- Accreditation site visit in April 2014 for Brentwood, Fire Academy and Police Academy</li> </ul>	Kiran/All	5	
6.	Key Concepts to pay attention to	<ul style="list-style-type: none"> <li>- Keep track of list below</li> </ul>	Kiran	5	
7.	Other/Future Agenda items:		All		
	Next meeting:	<p>ASC meeting on February 27, 3 to 5 pm</p> <p>ASC + Standards Co-Chairs on March 13, 3 to 5 pm</p>			
<p><b>Keys concepts to pay attention to:</b></p> <p><b><u>New Items:</u></b></p> <ul style="list-style-type: none"> <li>• Setting Standards for Student Achievement at the Institution and in each Program (Standard IB2 and IB3; and Eligibility Requirement #10)</li> <li>• 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.</li> <li>• Gather evidence to support statements and processes during the 3rd draft (due March 14)</li> <li>• Is the website listed as evidence up-to-date? If not, inform the manager overseeing the area.</li> </ul>					
<p><b><u>Previous items:</u></b></p> <ul style="list-style-type: none"> <li>• Pay close attention to the Previous Recommendations in the Self-Evaluation included in each Standard</li> </ul>					
<ul style="list-style-type: none"> <li>• Pay attention to our processes – Are they documented and clear? Does everyone understand them?</li> </ul>					•
<ul style="list-style-type: none"> <li>• Transparent processes for assessment and program review</li> </ul>					•
<ul style="list-style-type: none"> <li>• All documentation (print and website) should be accurate and clear</li> </ul>					• In progress
<ul style="list-style-type: none"> <li>• All committee membership, minutes and agendas online</li> </ul>					• In progress
<ul style="list-style-type: none"> <li>• Making the public aware of our accreditation and our quality (website)</li> </ul>					• In progress
<ul style="list-style-type: none"> <li>• Think of the self-evaluation report as “Telling our Story”</li> </ul>					•

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<ul style="list-style-type: none"> <li>• Distance Education Sub Change</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> </ul>
<ul style="list-style-type: none"> <li>• Address Distance Education in each of the Standards</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Brentwood Center and Off-site Academy Sub Changes</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> </ul>
<ul style="list-style-type: none"> <li>• Address student services in Brentwood and Off-sites in the Standards</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Widespread dialogue on assessment results and pedagogy</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrating improvements – include evidence of changes as a result of re-assessing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Gathering data and evidence</li> </ul>	<ul style="list-style-type: none"> <li>• In progress</li> </ul>
<ul style="list-style-type: none"> <li>• Mission – review statement and accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> </ul>
<ul style="list-style-type: none"> <li>• Satisfaction surveys – Employee and students</li> </ul>	<ul style="list-style-type: none"> <li>• Student satisfaction survey done in Spring 2013</li> <li>• SENSE done in fall 2012</li> <li>• CCSSE done in spring 2013</li> <li>• Employee survey pending done in January 2014</li> </ul>