

Accreditation Steering Committee Meeting

November 13, 2019
SAB 211
3-5pm

AGENDA

- Introductions
 - Meet Jason Cifra, Accreditation Consultant
- Review Updated Timeline
 - Request suggestions for campus-wide input
- Review Previous Accreditation Improvement Plans & Recommendations
 - Request that teams use this as a lens to determine if we have made progress on our recommendations and improvement plans
 - Discuss this in the “analysis” sections
- Review of Standards, Evidence, and Narratives Submitted To Identify Next Steps
- Plan for Next Meeting & Working Session

ATTENDANCE

Dennis F, Monica R, Mariles M, Mark W, Evan D, Rod S, James E, Brandy G, Kate W, Jon C, George M, Jason B, Mayra P, & Jason Cifra (via zoom).

NOTES

Timeline Important Dates

- Draft of evidence and narratives due **Dec 5, 2019**, end of day
- Next Accreditation Steering Committee Meeting **Dec 13, 2019**, from noon to 2pm
 - Lunch Celebration

Suggestions for campus-wide input:

Dec 12, 2019

- College Council Review Drafty Draft

- Standards, Narrative, and Evidence
- Campus-wide email to invite feedback via Online Survey
 - Survey should provide opportunity for feedback on each section of each standard (e.g. STD1 A1, STD1 A2, etc.)
 - Decide if going out campus wide or to a strategic group for feedback in Dec and then to campus-wide in Jan first week back?
 - Feedback will include
 - Tone
 - Do you agree that we meet the standard? Are we over or under estimating our status?
 - Gaps
 - What evidence is missing?
 - Next Step
 - Who else should review and vet the section?

Jan 14, 2020

- GPs retreat
 - GPs steering committee will decide if this can be added to the retreat*
 - Design an engagement activity to share draft and tie to larger campus work like GPs scale of adoption goals and strategic plan
 - Create a feedback form to collect input

Jan 24, 2020

- All College Day
 - Design engagement activity to share and receive feedback on major concepts from accreditation draft
 - Align with Strategic Plan activities

Jan & Feb 2020

- Traveling Road Show
 - Ask to be added to all division meetings
 - Develop goals and activities for road show

Incorporate recommendations from previous accreditation cycle and improvement plans from midterm report:

- Each team will meet with Mayra and Jason C to review their sections and make sure that the analysis narrative includes our progress on the recommendations and improvement plans.

Next steps to complete drafts of each Standard.

Standard 1

Some sections have solid documentation and narratives but continuous improvement and learning outcomes sections need more development

- Coordinate a meeting with the entire team to share next steps
 - Vanessa, Magda, Jon C, Kelly S,
- Coordinate a meeting with SLO/AUO Committee chairs and planning co-chairs to review relevant sections
 - Brandy G, Cile Beatty, Jon C, Mayra
- Coordinate a meeting with Operations Committee leads and planning co-chairs to review relevant sections
 - Mariles, James, Jason, Jon C, Mayra
- Incorporate the following ideas into narrative
 - District-wide IT project updates including Elumen
 - Take language from STD3C Satish's section
 - If updates are not already included in this section, ask Satish for updates
 - Implication of new facilities/buildings
 - e.g. new science bldg.
 - How are state initiatives impacting our progress on meeting these standards
 - e.g. New funding formula,, SEAP, GPs, Vision for Success, etc.
 - What other positive news can we share?

Standard 2A

Documentation and narrative are present

- Jason B & Jason C will meet to discuss specific questions about how to eliminate redundancy between sections.
- Jason B will convene his entire team to share next steps

Standard 2BC

Narrative is solid and further documentation is needed

- Evan is working with Andrew K to archive final pieces of evidence
- Nikki will work with Charles and Jason C to develop evidence regarding ASU such as
 - Org Chart with senators
- Team will work with operations council and HR to develop or document process for HIPA & FERPA release
 - Waiver should exist for all employees regarding sensitive info
 - Does this need to be a prompt on log in screen?
 - Mariles will check to see if employee hire docs include a release
- Work with Larry to assure that all new info is added to the website
- Create surveys in Spring 2020
 - See Appendices from previous Strategic Plan
 - Student Satisfaction
 - Employee Satisfaction
 - Awareness of shared governance
 - Effectiveness of mission and shared governance
 - Set goals for the year
 - Evaluate progress toward goals at the end of the year
- Operations is solidifying process to assure that each Big 4 affirm charge and voting process at the beginning of each semester
- Operations is developing a visual outlining the process for decision making via shared governance
- Mayra request access to program review docs for Jason C from Katie K
- Create a process to archive program review docs annually on new Q drive folder
 - Program reviews
 - Validations
 - Any process changes should be articulated in a document and archived
 - Copies of updated shell templates, forms, and other docs should be archived

Standard 3

College narratives are complete. Some of the district narratives are still outstanding. Need to combine college and district narratives. Evidence needs to be gathered and archived.

- Mayra email Ines and copy Mojdeh to request completion of STD3B

- STD3 C4 include info on Distance Education, OEI, OER, POKER, and Professional Development
- Need to create a visual of the “roadmap” for strategic planning
 - Perhaps an excel doc with a list of all the plans and docs that inform strategic planning
 - This should complement “Integrated Planning Model” visual (pdf doc)
- Need to discuss how to make scope of Technology committee more relevant/impactful
 - Per James, because policies from district and budget regulations dictate projects often the committee does not have much influence on projects and therefore doesn’t have a reason to meet
- Budget allocation
 - Current process needs to be described, especially how we prioritize.
 - We also need to articulate our future plan to improve integrated planning and budget allocation.
- Operations is updating the process handbook
 - We need to develop narrative around this
 - When are they expected to finish this project?
 - Look for info in College Council and Operations minutes
 - Ask Mariles and Brandy G to help craft narrative
 - Check newsletter that Brandy G put together with College Council update

Standard 4

- 4A1 needs more evidence
 - Mayra & Jason review and assign someone to collect it
- 4B narrative will focus on
 - Describe role of the office of the president rather than an individual
 - Articulate our progress toward securing a permanent president
 - Ask district for a timeline to hire permanent chancellor and CCC president
 - George will meet with Jason C to develop narrative
- Request sections 4C & 4D from Ted Weiden
- Develop an improvement plan narrative regarding transitional, interim, and permanent leadership

Notes From District ALO Meeting Nov 18, 2019

STD 4CD

Ted Weiden is finalizing the draft Dec 10, 2019

STD 3B Facilities

Ted Weiden has provided a drafty draft to Ines
Ines must complete narrative and archive all evidence
This whole section is missing

STD 3A HR

Narrative almost complete but missing evidence

STD 3C Fiscal

Narrative complete but still missing some evidence