



Accreditation Committee		
MINUTES FOR Friday, December 9, 2016	1:30 p.m.	Public Safety Academy building, Room 18
Members Present:	Anabelle Nery (Co-Chair), Bert Bitanga (Co-Chair), Christen Smith, Courtney Doussett, Daniel Martinez, Donna Greene, Kim Dozier, Leslie Young	
Members not Present:	Lisa Howell, Joel Kinnamon, Wendy Sanders	
Guest(s):	Amanda Phillips, Andrea Staehle, Brandon Toepfer, Carl Farmer, Gary Ginther, Jenn Baker, Mac McGinnis, Misti Santana, Pamela Ralston, Sai Vang, Sandra Hauf, Scott Ventura, Sheri Willis, Tim Nakamura, Virginia Ortega	
Recorder:	Mary Lou Marrujo	

AGENDA

1. Call to Order/Roll Call – Meeting convened at 1:36 p.m.		
2. Action Item(s)		
2.1 Approval of Agenda		
DISCUSSION	Order of the agenda was changed. 3.4— <i>QFE discussion</i> will switch with 3.5— <i>ALO Conference Report</i> .	
CONCLUSION	Approved agenda as amended.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
2.2 Approval of May 13, 2016 Minutes		
DISCUSSION		
CONCLUSION	Approved as submitted.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
3. Information/Discussion Item(s)		
3.1 Introduction of new members		
DISCUSSION	Christen Smith is replacing Kelly Hall as faculty co-chair of Standard IV.	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE
3.2 Progress Updates		
DISCUSSION	<ul style="list-style-type: none"> All chairs provided an update for their standard. Everyone continues to gather evidence, meet with different groups, and work on their outlines. A reminder that the draft outlines need to be reviewed by different constituents college-wide, so it is imperative that deadlines are met. Anabelle Nery reported that Trustee Bonnie Stefan has been appointed as the board representative for Standard IV. 	
CONCLUSION		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
		DEADLINE

3.3 Editor Report - Rawnsley			
DISCUSSION	<ul style="list-style-type: none"> • Rick Rawnsley reviewed a list of sub-sections that he has received and given the first edit. • Rick advised not to worry too much about the final draft; just get your first draft out as soon as possible. • Annebelle would like four consolidated standards before the holiday break. • Mary Lou Marrujo and Sai Vang will be responsible for populating the evidence online. • Outlines are to be emailed to Mary Lou and she will forward to Rick. 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.4 ALO Conference Report – Bitanga			
DISCUSSION	<ul style="list-style-type: none"> • On November 4th, Bert Bitanga and Sai Vang attended the <i>New ALO Training and The New ACCJC Standards</i> conference in San Francisco. • Bert shared some of the notes he took at the conference: <ul style="list-style-type: none"> ○ We need to pay attention to the Chancellor’s scorecard data, but use our own data to set our own baseline. ○ In Standard I.B.6, documenting and disaggregating learning outcomes data is regarded in the ACCJC region as an emerging practice. They are actually looking for the best practices to use as examples in our area. ○ They (ACCJC) want to distinguish between achievement data and student learning data. ○ It was suggested that this information be linked to the equity plan or program review. ○ Institutions should be looking at specific SLOs in large programs such as English 1A or Math 40. ○ There is an area in II.C.4 that talks about co-curricular programs. Those programs include student clubs, athletics, and the Marks Gallery. These should be fall under service unit outcomes. 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.5 QFE Discussion - Bitanga			
DISCUSSION	<ul style="list-style-type: none"> • Bert reminded everyone that we need at least two action projects for the Quality Focus Essay (QFE). • Bert will take the lead on the QFE. The task force for this project are: Courtney Doussett, Kim Dozier, and Donna Greene. • The committee agreed on the following topics: <ul style="list-style-type: none"> ○ Focus #1 – Outcomes ○ Focus #2 – Human Resources—Evaluations • Another suggestion for consideration is improving services in Distance Education. 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

3.6 Assessment for Accreditation Report - Doussett		
DISCUSSION	<ul style="list-style-type: none"> • Courtney, Bert and Donna Greene attended the ACCJC workshop. One of the presentations was, “Exercises for 10 Big Ideas,” as we go through accreditation. As a team they highlighted three areas they felt were most significant to our institution. <ul style="list-style-type: none"> ○ Making sure we understand everyone focuses on what is most important. That we actually streamline as many processes as possible; use our time wisely, efficiently. ○ That we maintain a culture of collaboration as we integrate the information. ○ Learning outcomes, curricula learning activities and assessments are all clear, connected and well designed to help students achieve important outcomes. • It is important that we identify clear standards that are defensible. • Identify relative targets. 	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
3.7 Accreditation Newsletter, 2nd Edition Draft - Bitanga		
DISCUSSION	<ul style="list-style-type: none"> • Bert presented the second draft of the Accreditation Newsletter and asked for feedback as soon as possible. • We would like to disseminate the newsletter campus-wide by next Wednesday. 	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
4. Adjournment: 2:56 pm		

NEXT MEETING: TBA