



# Accreditation Steering Committee Meeting

February 28, 2006 Room 1306

## Minutes

**Present:** Lori Adrian, Anyta Archer, Eric Brenner, Carla Campillo, Raymond Hernandez, Regina Standback-Stroud, Andreas Wolf, Linda Van Sciver, Michael Williamson.

**Absent:** Taylor Angel, Donna Bestock, Cathy Hasson, Nancy Kaplan-Biegel, Felix Perez.

### 1. Workshop Debriefing / Standards Update

Each standard chair shared progress with their team:

- Standard I gave assignments to each of their team members. Their student involvement is engaging. Next meeting: end of March.
- Standard II – will be meeting today February 28<sup>th</sup> after this meeting. Also have given assignments. Today's agenda includes discussion of themes, plan of investigation, and setting a timeline.
- Standard III – have set up and will be using sharepoint to facilitate their process. Have assigned sub-standards to individuals in their team.
- Standard IV - teams members have been assigned to review the standards. At their next meeting scheduled for March 31<sup>st</sup>, they will then move forward with the writing.

Everyone agreed that the self study process was off to a good start and the teams were engaged in the process. The workshops held in February along with the information binders were very helpful in getting the teams started.

A request was made to identify other self studies performed from other Colleges to review. Many were identified by the steering committee as good examples: Yuba City, San Diego Community College District –Mesa, Miramar, Mira Costa, Fullerton, San Francisco City College.

A question was asked regarding documents of evidence. There should be a hard copies archived and available to the team and ultimate for the self study visiting team. Was suggested that an evidence room should be identified possibly in the Office of Research and/or the Library.

#### **Action:**

An evidence room will be identified. In the meantime standards teams are asked to hold onto to hard copies of evidence until an evidence room is identified. Evidence should be identified to their link within their standard.

### 2. Self Study 'Kick Off'

The plan for the Self Study 'Kick Off' was shared with the committee:

- Donna and Ray will be visiting all meetings and processes during the month of March to discuss the Accreditation process and the importance of college wide participation.
- Candy bars will be given out with the kick off slogan 'Let's Get it Started!' and the theme song with the same name will be played to get everyone energized.
- 'Skyline View' will be approached to write an article about the Accreditation process.

### **3. Student / Employee Survey**

Classes have been identified and student surveys have been distributed and are to be completed by March 10<sup>th</sup>. L. Van Sciver brought up concerns that administration of the survey took a full class period for her class to complete. Instructions identified the survey to take approximately 20 minutes.

D. Bestock, C. Hasson, and R. Hernandez will be meeting to continue work on the employee survey. For the last accreditation process, separate faculty/administration and classified surveys were performed. This time around they will be combined to conduct one unified survey.

#### ***Action:***

R. Hernandez discussed with C. Hasson. C. Hasson called faculty who already administered the survey and confirmed that actual time needed to complete the survey was closer to 20 minutes in duration as predicted.

A final draft of the employee survey will be presented at the next accreditation steering committee meeting.

### **4. Resource Manager – Sharepoint, discussion board, website review**

Archer reviewed sharepoint with the steering committee. Standard III has already set up their sharepoint folder and will be using it to manage their workflow. Sharepoint will allow the standard teams to communicate via a discussion board and post and modify their working documents in a secure space. It is felt this should help to streamline the process and decrease the amount of scheduled live, in person meetings.

Consensus is that the website is formatted to easily navigate and find information needed to facilitate the self study process.

#### ***Action:***

A. Archer will set up a sharepoint workshop and invite all steering committee members.

Next accreditation steering committee meeting:

March 28, 2006

1:30pm – 3:30pm

Room 1309

Respectfully Submitted,

Ray Hernandez, Accreditation Co-chair