Minutes

I. Strategy and Process
   a. Self-study
      i. We need to start the self-study next year. Need to start trial run on how to structure self-study. Are we writing as a group?
      ii. We need to think outside the box. Need to talk through surveys that need to be done and process committee work.
      iii. We also need to develop the best meeting time/date.
      iv. Figure where to put documents since we are reaching storage limits in Moodle. Only 100 files are allowed in each forum we should put a summary of the meeting minutes in Moodle. Google drive is a possible location for storage but it is a public forum. Whatever we choose it must be efficient and easy to use.
      v. We need to plug in the work we are already doing to get ready for the self-study. We also need to identify departments that are not related to any specific committee (i.e.-budgeting, auxiliary services) and ask them to get ready for the self-study. If there are holes we need to get a representative from that department for the AOC.
      vi. Finally start developing universally used terms and abbreviations that will be used throughout the self-study.
      vii. The self-study and evidence must all be presented to the ACCJC in electronic form.
   b. Moodle
      i. What are other institutions using to store their data? Z drive or external storage?
      ii. Should we only use Moodle for committee summaries/meeting minutes but house the evidence on the z drive?
      iii. If we use Moodle we have the ability to store documents and easily find where the document is stored. If we use another portal how will that change what we can store and how we retrieve it?
iv. We decided to keep Moodle and also utilize the z drive. AOC folder will be created in the z drive and will be the evidence repository.

v. All AOC members will have access but who will be the custodian?

c. Committee Reports

i. We have received 22 committee reports, about ½ of the committees on campus with a few still working on them. Dr Guerrero will contact the delinquent committees.

ii. For the departments/committee that have no submitted we need to give them a new timeline on when info needs to be submitted.

II. ACCJC

a. ACCJC has a group of policies that are update yearly. They are based on the changes from the Department of Education. Changes from ACCJC and the Dept of Ed are effective immediately. We need to focus on changes from the last self-evaluation since this is often where schools get in trouble.

b. Guide to Evaluating Intuitions has a June 2013 update. The SLO is now a requirement for the course syllabi. Since this is something that is not included in our syllabi we are out of compliance.

c. The AOC members need to master the content of the Manual for Writing Self Evaluations. Then we need to decide what we as an institution has missing, then start building our infrastructure for self-evaluation.

d. As we are reading the Manual and Guide we should make notes which we will discuss at our November meeting. Members should review our last report, a campus with a good report, and a campus on warning. Go to ACCJC.org, publication and policies for updated Guide and Manual.

e. After our November meeting we need to do a Gap Analysis. We also need to do a Climate Change and Technology/Facilities survey. Start with survey for policies that have change and make sure we complete any surveys we needed to do since last recommendation. We need to look at all our past recommendations to make sure we are not repeating mistakes.

f. We need to develop a website for Accreditation. ACCJC require we have our Self Study, Midterm Report and recommendations available for public inspection. If they are on the campus website they cannot be more than 1 click from the home page. We are currently compliant. We also need to include links to our SLO’s.

g. Lib Guides may be a good repository for these documents.

III. Integrated planning model

a. Need to develop a long term goal which must go through the shared governance process.

b. Draft a timeline going forward. Get website done this year.

Next Meeting Friday November 1, 2013, 9:00-11:00, Location TBD