

AOC Meeting

Meeting called by: Sherri Guerrero

Attendees: Anita Undercoffer; Carol Hutte; Christa El-Said; Jim Fillpot; Hope A. Ell; Joy Haerens; Marie Boyd; Melissa Sosa; Patricia Quach; Patrick Cabildo; Patrick Cabildo; Sherrie Guerrero; Sonia Juarez; Stephanie Moya; Susan Bishop; Tara Johnson; Teresa Hull; Theodore Younglove; Tim Greene

Minutes

- I. **New Standards**
 - a. **New standards are more streamlined. Sherrie provided a comparison of the current standard vs the "First Reading" new standards which were approved January 10,2014**
- II. **Mission Statement**
 - a. **We need to focus on revamping or keeping our mission statement.**
 - b. **If our mission statement is to be revised we need to have the revised mission statement done by end of the spring term.**
 - c. **We will need to go live with a survey of the statement by the 3rd week of fall the term.**
- III. **Sherrie's areas of concern for self-study**
 - a. **Planning**
 - b. **Technology**
 - c. **Budget-understanding and perception of the budget**
 - d. **Sherrie wants to ensure these areas are on our radar in preparation for the self-study.**
 - e. **Sherrie also solicited members to go the March 28th training for writers of the self-study. Those who attend the training are committing to being a writer of the self-study.**
- IV. **Accreditation Test website committee**
 - a. **Should be in school colors to maintain our branding. Patria Quach will work with Ben Bull to be consistent with the campus' website.**
 - b. **Should include links to ACCJC communications, our self-study and a link to Moodle for committee members. It should also include a login for our document depository.**
 - c. **Subcommittee will look at other schools accreditation pages, including Las Positas, Palomar College, and Pasadena City College.**
 - d. **The page will have our accreditation timeline on the home page for public view.**
 - e. **After viewing the aforementioned school sites we have decided to mirror our page after Pasadena's page.**
- V. **Mission Statement committee**
 - a. **Looked at Ed Code to determine what a mission statement of a Community College should include. Our current Mission Statement is consistent and has all the components' of what a Community College should include.**

- b. The idea of core values should be included in our mission. The mission needs to be: what we do, who we do it for, and how do we know.
- c. Our mission should be a scaled down synopsis to the Ed Code. Our mission is what we do to cover the code, which includes assessing to make sure we are covering the key components.
- d. The entire group dissected the current mission statement to reword and clarify the statement. Several options were developed and this subcommittee will review the options and share with the AOC at a later meeting.
- e. The committee will also determine where the core value statement in our catalog originated.

VI. Survey

- a. The purpose of the survey is to frame the questions around the standards and determine where there are disconnects. Essentially perform a GAP analysis.
- b. Last time the survey was sent to Faculty and Staff. The missing constituent group was our students and the community (advisory boards and Chambers).
- c. There will be different surveys developed for different constituent groups to address what is relevant to them.
- d. Survey will be sent out the third week of the fall semester with data available in October.
- e. Surveys will be divided amongst the committee to make sure the questions are still relevant, if they need to be revised, excluded, or have new questions created.
- f. We need to create a strategic sample for students. Our survey of students was a weakness in our last accreditation.
- g. The survey process should be captured as we go through pre-visit, our mid-term report, and at our visit.

VII. Committee on Committees

- a. Go back and talk to committees to submit their docs and to but their yearly summary on Moodle.
- b. Reiterate to the committees this is an important source of raw data for the writers of the self-study.

Next meeting TBD