Accreditation Oversight Committee Summary Notes
Friday, November 13, 2015
1:00pm-4:00pm, SSA-227

Present:  
Amy Nevarez  Angela Burk-Herrick  Anita Undercoffer  Areli Rodriguez
Carol Dickerson  Carol Hutte  Christa El-Said  Cindy Walker
Cory Schwartz  Dan Kern  Danielle Pearson  David Karp
Diana Jimenez  Emily Avila  Eric Bishop  Erik Jacobson
David Rentz  Jason Chevalier  Jim Fillpot  Joy Haerens
Joyce Oakdale  Julie Sanchez  Kathy Lucero  Laura Hope
Leona Fisher  Leonard Crow  Linda Holdzkom  Lisa Bailey
MD Matin  Maria Kort  Marie Boyd  Melanie Siddiqi
Mellanie Reeve  Mike Fink  Misty Burruel  Neil Watkins
Patrick Cabildo  Ricardo Diaz  Robert Rundquist  Shelly Eckvahl
Sherrie Guerrero  Sonia Juarez  Stephanie Moya  Susan Hardie
Tara Johnson  Teresa Hull  Teresa Williamson  Theodore Younglove
Theresa Rees  Tim Greene  Tony DiSalvo  Troy Ament
Vicky Valle  Yubel Svensson

In Attendance: none

Recorder: Theresa Rees

Summary Notes – (9/11/15 Meeting) – The summary notes from the September 11, 2015 meeting was approved as presented.

BP/AP 3200-Accreditation – The District already had BP 3200 in place and it is necessary to create AP 3200 to comply with the accreditation standards. The content of the drafted AP was taken from the ACCJC manuals and it codifies the role of the Accreditation Oversight Committee. The committee read the AP and agreed the following language needs to be added as an additional role of the committee: “The committee initiates the review of the mission statement prior to each accreditation visit or as necessary.” In addition, bullet 3 on page 2 needs to be revised to state: “Report institutional-set standards…” in place of “Include institutional-set standards…”

Education Group Update – This subcommittee has met several times since it was created in an effort to make all the accreditation information more understandable for staff and students. Work has begun to make a short online component (a video or app). The subcommittee would like to offer a hour-long flex activity in January. The committee had positive comments on the Accreditation Countdown newsletter that went out last week and offered a few suggestions of items to include in the next issue.

Revised Accreditation Timeline - The committee received a copy of the updated timeline and has agreed that the timeline is ready to be released to the campus community.

Taskstream Update – A group of management, faculty and staff viewed a demonstration of Taskstream. The demo was well received and the District will purchase the program. Taskstream will be used as the document depository for the accreditation evidence, as well as host program review and resource allocation.

Draft of Self-Study and Protocols for Editing – The committee received a copy of the first draft of the self-study document. Additional work needs to be done on the document and the committee’s attention was pointed to the Editing To Do List on page 2. Kathy Lucero, Danielle Pearson, Yubel Svensson and Ted Younglove were designated as the readers of the document; however, all committee members are encouraged to read it. The writers will be meeting with each subgroup to refine each area. A Jotform survey was developed to submit edited information by each group. Individuals who care to submit any revisions may do so via track changes on the electronic copy. All revisions must be submitted to Sherrie no later than December 11th.
Meetings in the Spring Term – The committee prefers to continue meeting on Fridays, however, the meeting time needs to be changed to the morning.

Other
- An adjunct faculty reader pool has been formed and is ready to read the self-study.
- Peggy Madden has agreed to be editor of the self-study document.
- The accreditation website will be developed in spring, after the 2nd draft of the self-study is finished.
- There will be no committee meeting in December.

The meeting was adjourned at 2:05pm.