

Accreditation Oversight Committee Retreat Summary Notes

Friday, August 7, 2015
8:00am-12:00pm, CAA-218

Present:

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

In Attendance: Misty Burruel

Recorder: Theresa Rees

Sherrie welcomed the group back for the 2015-16 academic year.

The committee was invited to look at the new accreditation resources and summer newsletter regarding the new accreditation standards and new practices which are now posted to the ACCJC website. It is important that the committee focus on these new documents as they are what the visiting team will be focused on.

The committee also received a draft copy of the Integrated Planning Manual 2015. When finalized, the manual will serve as a written guide of the college's interlocking planning process. Sherrie reviewed the college planning processes with the committee as outlined in the document.

Mission Revision – The committee was reminded that the draft of the Mission Statement was revised at the meeting of the AOC and the Governing Board on June 24, 2015. The new draft newly revised version to the Faculty Senate and Classified Senate for ratification so it can be presented to the Board for final approval.

Surveys Update – Jim Fillpot presented the results of the surveys that were administered in spring term to students, faculty, adjuncts, management and classified staff. Jim focused on the results of the responses by survey group responding "Don't Know" to the survey question. Areas of concern in these results were highlighted in yellow or red because of their high percentage, thus, indicating the need for more communication. A discussion ensued about ways we can improve communication to all college constituents, such as having committee representatives share committee information with their colleagues, or possibly developing an institutional infrastructure on communication.

ERs – What are they? What do they do? – The Eligibility Requirements for Accreditation are the criteria that make us a candidate for accreditation. A college must prove it meets each of the requirements or face sanctions.

The Quality Focus Essay – We will need to develop a Quality Focus Essay as a requirement of the new accreditation process. The focus of the essay is to discuss the issues the college is struggling with or areas of excellence. Since Napa College is the first to go through the new accreditation process, the committee was given a copy of Napa's Quality Focus Essay to review.

Breakout Groups/Jotform.com – The committee received a copy of the new self-study outline that was created from the bullet points each subcommittee worked on last year. The group broke out into their subcommittees again to review their standard to verify the information and add anything of importance

that wasn't addressed. Special attention should be given to the highlighted areas. The outline will serve as the writing guide for the self-study so it needs to say what we want the self-study to demonstrate. The subcommittees were asked to log into the Jotform.com link that was provided to complete the questionnaire pertaining to their standard. Those subcommittees who were not able to complete their discussions today were asked to complete and submit the Jotform by the end of August. The writing group will then begin to redraft the self-study.

Other

- The committee agreed to meet on the second Friday of the month in 2015-16.
- Sign-ups were taken for help on three subcommittees: the Federal Policy Group (who will review the federal policies and assure they are addressed in the self-study), the Writing Group (who will write the self-study), and the Education Group (who will go out to areas and committees on campus to talk with others about the accreditation process in an effort to prepare everyone for the accreditation team visit.)
- Basecamp will be used as an online platform for the committee to share accreditation communication documents. Laura will create a user group specifically for the committee members. Items to be posted to Basecamp will be the ERs, the updated Guides from the ACCJC and the drafted outlines. A separate platform (yet to be decided) will be used to house the evidence that the Accreditation Team will need to access.

The anticipated timeline of preparation for the accreditation visit is as follows:

1. Rough draft of the self-study finished by December
2. Follow-up surveys to students, faculty, adjuncts, management and staff conducted in February
3. Self-study finished by April, but we will need to be responsive to any last minute changes
4. The Integrated Planning Manual will be finalized in spring
5. The Strategic Plan will be updated in spring

The meeting was adjourned at 11:55am.