

Accreditation Oversight Committee Summary Notes

Friday, October 24, 2014

8:30am-12:00pm, HS-143

Present:

<input checked="" type="checkbox"/> Anita Undercoffer	<input type="checkbox"/> Beverly Cox	<input type="checkbox"/> Candice Hines-Tinsley	<input checked="" type="checkbox"/> Carol Hutte
<input type="checkbox"/> Carol Dickerson	<input checked="" type="checkbox"/> Christa El-Said	<input checked="" type="checkbox"/> Cory Schwartz	<input checked="" type="checkbox"/> Daniel Jacobo
<input checked="" type="checkbox"/> David Karp	<input type="checkbox"/> Emily Avila	<input checked="" type="checkbox"/> Erik Jacobson	<input type="checkbox"/> Giovanni Sosa
<input type="checkbox"/> Jason Chevalier	<input checked="" type="checkbox"/> Jim Fillpot	<input type="checkbox"/> Joy Haerens	<input checked="" type="checkbox"/> Joyce Oakdale
<input checked="" type="checkbox"/> Julie Sanchez	<input checked="" type="checkbox"/> Kathy Lucero	<input checked="" type="checkbox"/> Laura Hope	<input checked="" type="checkbox"/> Leona Fisher
<input checked="" type="checkbox"/> Leonard Crow	<input checked="" type="checkbox"/> Lisa Bailey	<input checked="" type="checkbox"/> Marie Boyd	<input checked="" type="checkbox"/> Melissa Sosa
<input checked="" type="checkbox"/> Patricia Quach	<input type="checkbox"/> Patrick Cabildo	<input checked="" type="checkbox"/> Robert Rundquist	<input checked="" type="checkbox"/> Sherrie Guerrero
<input checked="" type="checkbox"/> Sonia Juarez	<input checked="" type="checkbox"/> Stephanie Moya	<input checked="" type="checkbox"/> Susan Bishop	<input type="checkbox"/> Tara Johnson
<input type="checkbox"/> Teresa Hull	<input checked="" type="checkbox"/> Teresa Williamson	<input checked="" type="checkbox"/> Theodore Younglove	<input checked="" type="checkbox"/> Theresa Rees
<input type="checkbox"/> Tim Greene			

Recorder: Theresa Rees

The following documents were distributed: Accreditation Eligibility Requirements, Chaffey College Accreditation Recommendations from 1998, 2004 and 2010, Summary of Planning Agendas, and the Accreditation Manual Table of Contents. A copy of the new standards is not available yet. Sherrie will forward them when they are available.

Sherrie welcomed everyone to the meeting. The group was advised that the Accreditation Team site visit will be the 1st or 2nd week of March, 2016. An overview of the Accreditation process was given and a brief review of the new accreditation standards was explained.

To assure that the District is as prepared for the site visit as possible, Sherrie would like the Accreditation Oversight Committee to divide into subgroups to make the self-evaluation report writing and collection of supporting data collection easier on everyone and as organized as possible. We will use technology (Moodle or another platform such as Base Camp, Camp Fire) to make the information accessible to the visiting team and public. Sherrie has designated MACC-208 as the visiting team room, with AD-151 and BEB-204 set aside for group meetings. Sherrie urged everyone to stay away from the team room during the accreditation visit so that the Team isn't disturbed. She would like all pertinent people who may be called for a meeting with the visiting team not to schedule any vacation time during the week of the site visit so everyone is available to give information if requested.

Sherrie's strategy for completing the self-evaluation are as follows:

- An outline of the self-evaluation, including a list of supporting evidence, should be completed by the end of May, 2015
- The draft of the self-evaluation will be written in fall, 2015 by only a few writers
- We will need many people to be reviewers of the document

Format of the outline for the self-evaluation:

- Each standard will be addressed using bullet points
- Bullet points will demonstrate our accomplishments
- Evidence will be listed to substantiate the bullet points

The outline for the self-evaluation will be accomplished as follows:

1. We need an evidence team:
 - What does the evidence look like
 - The more we can show, the more we can demonstrate our continuous improvement process
 - We need good, quality evidence
2. We need break out teams by Standard with tri-chairs: a manager, a faculty member and a classified

The following sub-committees were formed:

Standard 1: Ted Younglove, Dave Karp, Sonia Juarez, Carol Dickerson, Christa El-Said, Len Crow
Standard 2A: Leona Fisher, Marie Boyd, Teresa Williamson, Theresa Rees
Standard 2B: Rob Rundquist, Laura Hope, Carol Hutte, Patty Quach
Standard 2C: Kathy Lucero, Sonia Juarez, Stephanie Moya, Amy Nevarez, Eric Bishop
Standard 3A: Lisa Baily, Cindy Walker, Melissa Sosa, Susan Hardie, Selene Pineda or Vicky Valle
Standard 3B: Troy Ament, Joyce Oakdale, Maria Kort, Cory Schwartz
Standard 3C: Melanie Siddiqi, Carol Hutte, Daniel Jacobo, Linda Holzkorn
Standard 3D: Anita Undercoffer, Melissa Sosa, Cory Schwartz, Joyce Oakdale, Carol Dickerson
Standard 4A: Tricia Albertsen, Arden Alger, Laura Hope, Dave Karp, Marie Boyd, Eric Bishop
Standard 4B: Sherrie Guerrero, Julie Sanchez, Ted Younglove, Jim Fillpot
Standard 4C: Sherrie Guerrero, Julie Sanchez, Ted Younglove, Jim Fillpot

The following procedure was established for each sub-committee:

1. Sub-committees are to meet between now and Thanksgiving to draft bullet points of how Chaffey addresses the Standard. The bullet points should reference documents of evidence. Sherrie will send out the Guide to Evaluating instructions with an evidence list.
2. The Accreditation Oversight Committee will reconvene after Thanksgiving (1st week of December) to report on where the subgroups are in their reports.
3. The AOC will fill in the gaps and proceed with getting more detailed information.
4. Everything must be in place by October, 2015 so the writers can begin the writing process.

The following general comments were noted:

- Special areas we need to address: SLOs, Distance Education and our complaint process
- Our self-evaluation should be fun and interesting; maybe we can include video bites, (like for “Did You Know”)

Sherrie agreed to provide the AOC members with a special AOC notebook and a variety of office supplies.

The meeting was adjourned at 11:55am.