

**San Diego Continuing Education
Accreditation Leadership Committee Meeting
Monday, May 18, 2009
ECC • Room 79**

Minutes/Notes

Meeting was called to order at 1:38 pm with 20 members present:

Roma Weaver, Monique Wood, Joe Mc Gerald, Shera Heitmann, Marie Doerner, Jim Laramie, Alma McGee, Anne Heller, Paul Richard, Bob Parker, Marne Foster, Gretchen Bitterlin, Robin Carvajal, Gary Gleckman, Lorie Howell, Leslie Shimazaki, Sy Lyon, Ray Ramirez, Esther Matthew

ALC Committee Meeting started @ 1:38 p.m. with 20 members present

Update on the Student Community Profile

- Focus on Learning assessment process is being followed.
- Changes in document include: List of 30 CE accomplishment will be reported, long preface, green it, evidence provided along side of accreditation questions, corner stones approach used instead of an institutional approach, bring the C E story to life with student photos and quotes/short success stories.
- Profile will be completed by summer so that home groups can review and provide comments to focus groups.
- Chapter 1 will be ready for September

– Surveys are all Completed

– 1st Student Survey reaction to service (POS Services with CalWORKs/DSP&S/-----) performed by CE faculty or staff

- 803 emails sent out with only 267 responses
- CE response rate =32%; the goal was 42% - 57%
 - Cathy will present response as valid

- Results* {
- Faculty Response= 67% = decent
 - Adjunct Faculty was low
 - The results are affected by bad/old email address included in the 803 #
 - Future surveys will focus on
 - Area of improvement for response
 - Item analyses
 - Program full report
 - P.O.S. survey was cumbersome, difficult to reply & confusing and lengthy for students to convert answers to scantron
 - Classified didn't respond to all questions or a particular section as it wasn't clear that all questions applied to them which affected response rate
 - Lack of anonymity was a concern of faculty and reduced number of respondents
 - Must give fixed questions so that some questions are optional

- Ideas* → ○ Professional/Research Methodology should be utilized
- the recommendation was made to pay faculty to respond or offer as a flex credit activity for an incentive
 - Is there a comparison from this time and past WASC student/faculty survey to examine if there was an improvement or drop in response rates
 - Pay mentioned
 - Focus group surveys are possible with help from Cathy Hasson
- Adjunct names = 500/800 are correct
- Need a way to verify numbers that's reliable and valid.

Focus Group Leaders Tips from Roma Waver

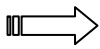
1. Put your team together now
2. Robin agreed to be Roma's co-chair; A change from Pat to Robin
3. Go to Advisory Boards to identify a community leader to assist with Focus Groups
 - Seek community partners that are available for more than a (1) year
4. Student – best source to identify a students is counseling Lola with a tremendous help
 - CTE, ASB Advisors/Reps are also a great source
 - Was a problem at last WASC review
 - Focus Group should offer a letter/certificate of appreciation to students for their service
5. Identifying other group members

- { Identify: }
- People form each Division/Dept
 - Monique, George, Voc. Ed., etc
 - Department Chairs can help

Find an Editor to:

- Identify holes and gaps in current or previous reports
- Get the questions to home groups that need to be answered so that they can respond
- Remember:

WASC and Institutional Effectiveness is looking for

evidence of  Continuous Quality Improvement

Perceptions/Attitudes

- Assign questions to readers within the focus group according to their strengths

Example: Jim Vincent = Collects Data for Roma's group

- selected members according to strengths
- document (meeting/questions/answers)

Focus on your area for Home Group feedback

- Program chairs can discuss and report (for example SLOs)
- Ask yourself did we do the process?

- Big Question* } – Focus Groups schedules?
 } – Focus Group Leaders will plan meetings and report schedules to Ray.

{ It was recommended to add a FAQ Accreditation website or Webpage or CE Website }

Convocation/Accreditation Discussion

- Home groups must look at community/student profile at the convocation
 - Marne will make sure Gretchen gets Home Group Questions to present to program chairs***
- Anthony wants to meet with Adjunct for 2 hours Thursday morning while home groups meet
- Ray reminded everyone that Action Plan informs our progress report as to did the school fulfill all that they said they needed to improve.
- Gary suggested an Accreditation Liaison be established to capture possible lost information /success stories ASAP as there are so many cross committees occurring and faculty/staff have multiple commitments
- Ray reminded WEAVE online should be used as a document repository
 - Marne will send out Revised Action Plan to ALC Team and team will send updates and feedback by 5/28/09***
 - Marne coordinate classroom observations and updated timeline will be posted on WEAVE Online***
- Meeting adjourned at 3:34 p.m.

*** Action Items