Accreditation Leadership Team Meeting  
Monday, October 5, 2009  
Meeting Notes

Attendance

Present: Roma Weaver, Ray Ramirez, Marne Foster, Kimberly McIntyre, Marie Doerner, Monique Wood, Robin Carvajal, Brian Ellison, Bob Parker, Lorie Howell, Jane Signaigo-Cox, Alma McGee, James Laramie, Anne Heller, Sy Lyon, Donna Namdar, Shera Heitman

The meeting was called to order at 1:40 pm.

I. District Research Office Presentation
Daniel Miramontez from the SCCD Office of Institutional Research discussed and interpreted findings presented in the 2009 SDCE Fact Book. The information was interesting, informative and well received by those present.

II. New news and The Five Parameters
Marne Foster, Assistant Accreditation Coordinator and Ray Ramirez, Accreditation Coordinator and Co-Chair of the WASC 2010 Self Study for SDCE, attended the WASC Training for self study coordinators on September 17, 2009. The agenda included reports of progress on the self study efforts from member schools, both private and public. The five parameters of a complete self study were showcased including: The involvement and collaboration of all stakeholders in the self study, the clarification of the school’s purpose and the expected learning results for students, the assessment of the actual student program and its impact on student learning with respect to criteria and the expected learning results for students, the development of an action plan that integrates subject area/program and support plans to address identified growth needs, and finally, the development and implementation of an accountability system for monitoring the accomplishment of the action plan.

The main points concerning the development of the school wide action plan and follow-up process (Tasks 7-9) are listed below. There are many models to follow which are currently in use at member schools and programs, however, the trainer demonstrated a popular WASC template for action plans which is clearly formatted and effective.

Chapter V, School Wide Action Plan:
- The four focus groups identify areas for improvement
- What difference will the action plan make?
  - Improve student learning?
  - Are the SLOs (ESLRs) being addressed in the action plan?
• Self Check questions
  o No more than 3 – 5 action plan items is strongly recommended
  o 5 parameters of a Self Study from the FOL
    1. Stakeholder Involvement
    2. Clarifying SLO’s
    3. Assessment of program
    4. Development of Action Plan
    5. Accountability for action plan monitoring

III. Focus Groups A-D gave updates of progress so far on chapter four of the self study
  • Other Items were discussed including:
    o Self Study Web page-- our URL, web address: http://accreditation.sdce.edu
    o It was agreed that the leadership team show faculty their efforts and inputs have been noted! It was suggested that a letter of thanks be sent out from the Co-Chairs
    o Student and Community Profile, Chapter One, will be revised and edited to include recent 2009 data from the SDCE Fact Book, 2009

IV. There being no further business, the meeting was adjourned at 3:10 PM