

Accreditation Steering Committee

Minutes September 17, 2015

Members Present: Brian Ellison, Barbara Pongsrikul, Corinne Layton, Michelle Fischthal, Linda Osborn, Jane Signaigo-Cox, Gretchen Bitterlin, Laurie Cozzolino, Marie Doerner, Leslie Quinones, Amanda Torres, Star Rivera-Lacey, Rachel Rose, Carol Wilkinson, Esther Anthony-Thomas, Mary LeDuc, Lorie Crosby Howell.

1. Welcome/Introductions
2. District Accreditation Planning Meeting Update- V.P. Brian Ellison
 - Focus of meeting is on college governance.
 - Two members of the Board of Trustees will be present at the November 5 Accreditation Planning Meeting.
 - We need to provide questions that we would like the trustees to answer at that meeting. Questions need to be sent to Lynne Neault by the end of the month.
 - We will be refining the Self-Study in the spring and finalize it in the summer.
 - The Self-Study is due October 2016.
3. Steering Committee Membership – Dean Barbara Pongsrikul
 - The membership has been updated.
 - Danielle Williams and Richard Golson have been added to the Steering Committee.
 - Faculty appointments need to be approved by Richard Weinroth, President of Academic Senate.
4. Timeline/Meeting Dates – Dean Barbara Pongsrikul
 - Dean Pongsrikul passed out the approved timeline.
 - The Steering Committee decided to continue meeting on the 3rd Thursday of the month, 3-5 p.m. at ECC Room 121.
 - Fall meetings are scheduled for October 15, November 19, and December 17.
5. Organization of WASC Self-Study Report/Criterion For Chapter III/Work and Focus Groups
 - Committee looked at the template for the WASC Self-Study Report.

- We looked at the organization of the Self-Study and content of the four chapters.
- Corinne explained the difference between the three groups involved in Accreditation:
 - a. Home Groups represent the various programs in CE.
 - b. Work Groups address criterion 1-3 and 8-10:
 - (1) Institutional Mission and School-Wide Learner Outcomes
 - (2) Organizational Structure
 - (3) Faculty and Staff
 - (8) Resource Management
 - (9) Community Connection
 - (10) Action Plan for Ongoing Improvement
 - c. Focus Groups address criterion 4-6:
 - (4) Curriculum
 - (5) Instructional Program
 - (6) Use of Assessment
 - (7) Student Support Services
- There are specific indicators with guide questions for each of the criterion.
- We will send out the template for the WASC Self-Study electronically.

6. Report on Accreditation Home Group Task - Corinne Layton

- The Home Groups completed a task that addressed Criterion 4, 5, 6, and 7 at the Convocation Day Program Meetings.
- The faculty was asked to respond to guide questions for Criterion 4 – Curriculum, 5 – Instructional Program, 6 – Use of Assessment and 7- Student Support Services.
- The Counseling faculty focused on Student Support Services and the faculty in the other programs focused on the other three criterion.
- The questions generated a lot of discussion, and the faculty provided excellent feedback.
- Program Chairs were asked to compile the feedback from their meetings and send the information to Corinne.
- Most of the home groups have sent their responses to Corinne who will give the responses to the Coordinators of the Focus Groups.
- We are waiting for feedback from several home groups. Reminders have been sent to the Program Chairs.

7. Chapter 1 – Dean Lorie Crosby-Howell

- Chapter 1 needs to be finalized by the end of the fall semester.
- Chapter 1 contains general information and program-specific information.
- A question was asked about how to get information from each program: The Program Chair or Dean could direct writers to the appropriate person.
- 2015 Fact Book contains a lot of data for Chapter 1.
- There have been a lot of institutional changes since the 2010 Self-Study that we need to make sure are addressed: e.g. SSSP.
- A recommendation was made that the campus reports reflect the nature of the community.
- A question came up about the status of the Mission Statement.
- VP Ellison said that we need to revise our current Mission and Vision Statements by the winter break; he suggested making them shorter and more direct.
- An inquiry was made about whether there will be an editor of the Self-Study.

8. Classroom Observations – Dean Pongsrikul

- We will be conducting classroom observations as we did in 2009.
- Marne Foster will be coordinating the observations.

9. Website - Dean Barbara Pongsrikul

- We are working with Ranessa Ashton/Rich McGirr to upload documents to the current Accreditation Website, but we are hoping to redesign the Accreditation Website by the spring semester.
- Dean Pongsrikul will be sending documents to Rich McGirr to upload to the current website.

10. Accreditation Site Visit

- The Website serves as a repository for evidence for the Self-Study.
- Evidence Rooms serve as a place to showcase student work.
- Dean Michelle Fischthal discussed having a password protected file to store Accreditation files; she will talk about this possibility with Ranessa Ashton.

11. Break-out Sessions: Work/Focus Groups

- Dean Pongsrikul met with the Work Groups and went over the criterion for each group.
- The Work Groups plan to schedule their own meetings and will report back to the Committee.

- Corinne met with the Focus Groups and gave the coordinators the compiled information from the Home Group Task that was completed at the Program Meetings on Convocation Day.
- The coordinators also requested that Corinne send the information to them electronically.
- The coordinators would like to compile all the information from the various home groups and then meet with the other members of their focus groups to get their input.
- We are trying to recruit additional faculty to join focus groups to ensure good representation from the various programs.
- We also hope to have student representation and community representation on the focus groups. Focus group coordinators could contact ASB to find student representation.
- The Work/Focus Group coordinators need to check in with the Steering Committee Co-Chairs prior to the end of October to give them an update on their group.
- The first draft of the Work/Focus Groups for the Self-Study needs to be completed before the Thanksgiving break.
- We will contact Academic Senate and ASB to elicit additional participation on the Work/Focus Groups.

*Minutes submitted by Corinne Layton
Accreditation Steering Committee Co-Chair*