Accreditation Steering Committee  
Wednesday, August 19, 2015, 11:30 p.m. - 12:30 p.m.  
Pierce Online Conference Room

Minutes

Attendees:

**ASC Members:** Wendy Bass (DE Coordinator); Sheri Berger (VP Academic Affairs); Oleg Bespalov (Institutional Effectiveness); Anna Bruzzese (Academic Senate President); Lyn Clark (PCC Chair); Earic Dixon-Peters (VP Student Services/ALO/ASC Co-Chair); Jose Luis Fernandez (Teamsters); Miguel Montanez (AFT 1521A); Fernando Oleas (AFT 1521); Margarita Pillado (Faculty Accreditation Coordinator/ASC Co-Chair); Anafe Robinson (SEIU Local 721)

**Resources and Standards Co-Chairs:** Barbara Anderson (Acad. Affairs/Standard I.A.); Mofe Doyle (Admin Services/Standard III.A); Marry Anne Gavarra-Oh (Acad. Affairs/Standard I.C); Carlos Guzman (College Web Architect); Mark Henderson (Standard III.C); Paul Nieman (Admin Services/Standard III.B); Bruce Rosky (Admin Services/Standard III.A)

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<td>1. <strong>Call to Order</strong>—The meeting was called to order at 11:32 p.m.</td>
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<td>2. <strong>Approval of Agenda</strong>—The agenda was approved by acclamation. Then item 5, membership, was moved to position 4 to be tackled after approval of the minutes.</td>
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<td>3. <strong>Approval of June 3, 2015 minutes</strong>—The minutes were approved unanimously. (Berger/Oleas)</td>
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<td>4. <strong>Welcome—2015-2016 ASC Membership</strong>—Co-chair Pillado welcomed returning members and recognized new members: Anna Bruzzese (Senate) and Anafe Robinson (SEIU Local 721). Dean Jose Luis Fernandez will continue to represent the Teamsters Local 911. ASO will have new representation, which will be confirmed when fall semester officially begins. SEIU Local 99 will confirm representation shortly. The ASC was reminded that membership is validated every spring semester for the following academic year.</td>
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| 5. **Accreditation Report**  
a. ISER update – The ISER is being edit as a unified document by the accreditation core team: the three vice presidents, the faculty |
accreditation coordinator, the dean of institutional effectiveness. It will be posted for public commentary for 30 days as of August 31 on the College’s Accreditation page, not on the Team 2016 and it will not include the Quality Focus Essay or Section J, because those sections will require more time. Feedback from the public will be incorporated in October and the final document will be prepared for the Institutional Effectiveness and Student Success Committee (a standing committee of the Board of Trustees). The document will be sent to the BOT for approval in December and the manuscript will be produced in January for submission to the ACCJC.

### Revised Accreditation Timeline
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As described in 5.a above, the timeline for the ISER ends in January, whereas the timeline for the external evaluation visit ends in March. The visiting team will be on campus March 7-10, 2015 (Tuesday-Thursday). Prior to the visit, the College may schedule two town hall meetings. While the physical visit will occur in March, the College should expect the “virtual” visit to begin 30 days before, as soon as the visiting team receives the ISER and accompanying materials, which includes access to our the public and secured sites. Teams are expected to complete assignments prior to the campus visit, which means that the institution will be scrutinized ahead of the visit.

### Quality Focus Essay
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At our last meeting, the ASC elevated a recommendation to the PCC for two Action Projects for the Quality Focus Essay (QFE). As the ISER becomes an organic whole, some gaps are emerging more clearly than others. This may affect the number of Action Projects that will be included in the Quality Focus Essay (QFE). For instance, gaps have been found in the completion of the GELO assessment cycle. There are reasons for the gaps, but we need to improve our processes so that internal or external changes do not interfere with our objectives. We are doing good work on outcomes assessment but we need to tighten our processes so that our assessments are well systematized. For instance, we need to realign the assessment cycle with the four-year planning cycle that started when the College adopted the Strategic Master Plan. Since Outcomes Assessment is an element in several standards, it presents a great opportunity for the institution to tackle this project and improve our outcomes processes to a higher level of effectiveness so that we are assessing meaningfully and authentically.

**Action:** Add an Action Project on Outcomes Assessment to the Quality Focus Essay. (Berger/Oleas). Approved unanimously.
8. **Announcements** – The Leadership Retreat will take place this Friday, August 21. The theme is Culture Shifts, and the Quality Focus Essay will be discussed in one of the breakout sessions. Next week is GO DAYS (Tuesday and Wednesday) and Thursday, August 27 is Opening Day. The accreditation breakout session will be “Focus on Quality” and will address the Quality Focus Essay.

The College Planning Committee needs two ASC volunteers to work on the Validation Teams for the Self-Evaluation of PCC Committees. As in the past, volunteers from one committee will validate the Self-Evaluation from other committees. Jose Luis Fernandez and Miguel Montanez were nominated and they graciously accepted. The CPC will contact the volunteers shortly.

9. **Adjournment** – The meeting was adjourned at 12:30 p.m.