

**Accreditation Steering Committee**  
**Wednesday, April 20, 2016, 11:30 a.m. - 12:30 p.m.**  
**Pierce Online Conference Room**

**MINUTES**

**Attendees:**

**ASC Members:** Melinda Ung (proxy for DE Coordinator); Susan Rhi-Kleinert (Acting VP Academic Affairs); Bespalov, Oleg (Dean IE); Lyn Clark (PCC Chair); Mary Anne Gavarra-Oh (Proxy Teamsters); William Marmolejo (Acting VP of Student Services); Miguel Montanez (AFT 1521A); Fernando Oleas (AFT 1521); Margarita Pillado (Faculty Accreditation Coordinator/ASC Co-Chair); Rolf Schleicher (Vice President, Administrative Services); Larry Kraus (Proxy for UMCE)

**Guest:** Giselle Calubayan (Institutional Effectiveness)

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<th>No.</th>
<th>Item</th>
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<td>1.</td>
<td><strong>Call to Order</strong> – The meeting was called to order at 11:47 a.m. by Margarita Pillado.</td>
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<td>2.</td>
<td><strong>Approval of Agenda</strong> – The agenda was approved unanimously. (Clark/Gavarra-Oh)</td>
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<td>3.</td>
<td><strong>Approval of 03/23/2016 minutes.</strong> – The minutes were approved unanimously. (Oleas/Montanez)</td>
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| 4. | **The Quality Focus Essay – Progress Report Templates** – These templates are intended to facilitate reporting of progress towards the goals described in the Action Project (AP) timelines that are described in the Quality Focus Essay (QFE). An additional goal is to provide evidence that could be used in the scheduled or ad-hoc reports that the institution is or may be required to submit to the ACCJC. The committee discussed various format options suggested the following changes that were adopted by consensus:  
  - Instead of the proposed section II, add a row below each row describing a task and merge the cells so that the narrative can appear close to the source.  
  - Simplify the language in Section II. Change to “Explanation for tasks that are not completed or not started.” This prompt will be included in the explanation row below each task.  
**Outcome:** the revised template will be sent to the appropriate responsible committee (College Outcomes, College Professional |
Development, and Technology). Dean Bespalov and Accreditation Coordinator Pillado will contact the committees’ co-chairs in advance of those committees’ meetings.

5. **Quality Focus Essay – Action Project Reporting Cycle** – Various cycles were discussed. **Outcome**: The consensus was to report to the PCC twice a year in October and May.

6. **The 2015-2016 Self Evaluation Report (draft 1)**—The committee did very well this year will all goals but one completed. The pending goal is to organize the transition in the membership.
   - According to the charter, the ASC membership renews annually on July 1. The ASC co-chairs are responsible for contacting the membership constituencies and request ratification of current membership or a new appointment. This includes the appointment of the Faculty Accreditation Coordinator.
   - There was discussion regarding the frequency of meetings. A quarterly schedule was proposed.
   - Now that the Strategic Master Plan (SMP) includes a goal for accreditation (B.8), the committee’s goals are properly aligned, thus the prior year recommendation is resolved.
   - Goals for next year were discussed: a. contribute to the Follow-Up Report (if appropriate) and b. monitor the Action Projects (AP) in the Quality Focus Essay (QFE) progress and report to PCC bi-annually (October and May). These goals are aligned with goal B.8 of the SMP.

7. **Accreditation Timeline** – Dean Bespalov will bring an accreditation dashboard to the May meeting.

8. **Announcements** – The next meeting is scheduled for May 18, 2016.

9. **Adjournment** – The committee adjourned at 12:33 p.m.

The ASC meets weekly or biweekly on Wednesdays from 11:30 a.m. to 12:30 p.m. in the Pierce Online Resource Center Conference Room. Please visit the ASC website for announcements, agendas, and minutes: [http://pshare.piercecollege.edu/committees/pcc/asc/_layouts/15/start.aspx#/Site Pages/Home.aspx](http://pshare.piercecollege.edu/committees/pcc/asc/_layouts/15/start.aspx#/Site Pages/Home.aspx)