



Accreditation Steering Committee
Called Meeting
January 16, 2008 Minutes

APPROVED 02/14/08

MEETING TYPE:	<input type="checkbox"/> Staff	Date:	1/16/2008
	<input checked="" type="checkbox"/> Product/Project	Starting Time:	10:00 a.m.
	<input type="checkbox"/> Special	Ending Time:	11:30 a.m.
		Place:	AA-140

CHAIR: Berta Cuaron, ALO

ATTENDANCE: Michelle Barton, Norma Bean, Katherine Gannett, Brent Gowen, Terry Gray, Shawna Hearn, Neill Kovrig, Jesse Lyn, Jackie Martin-Klement, Linda Morrow, Mary SanAgustin, Diane Veach, Tamara Weintraub

ABSENT: Monika Brannick, Bruce Gan, Kelley Hudson Maclsaac, Ken Jay, Teresa Laughlin, Tom Medel

RECORDER: Glynda Knighten

Chair Berta Cuaron called the meeting to order at 10:10 a.m. Members introduced themselves and noted their roles on the steering committee.

Minutes: The November 8, 2007, minutes were approved as presented.

Timeline: Berta noted that the writing teams and steering committee will need to continue writing, editing, and collecting evidence during the summer months. She asked ASC members to plan for their summer availabilities.

Brent Gowen mentioned that the groups can accomplish much of this summer work by meeting in small groups and over e-mail.

Status/Progress of Writing Teams: Writing team leaders gave the following reports:

Standard I-A – Katherine Gannett

- The team needs a student representative; ASG President Jesse Lyn will recruit a student to serve.
- The team has an abundance of knowledge and enthusiasm.
- Steve McDonald, Interim Dean of Languages & Literature, has joined the team.
- Members have gathered much information and will convert it into written form.
- Michelle Barton noted that it is appropriate for the team to refer to the college’s vision and values statements along with its mission statement for this standard.

Standard I-B – Michelle Barton

- The writing team is small yet powerful.
- Members met on Thursdays from 4 – 5 p.m. before the break and once during the break.
- They have completed an outline of the description sections.
- Michelle will complete the writing of the sections and give to the team for reviewing and editing.
- The next three meetings will focus on the self-evaluation parts of the sections.
- The team has conducted interviews with the vice-presidents and deans.
- The information on instruction and student services is adequate; however, to fill the gaps in the information on the administration, the team will conduct additional interviews.

Standard II-A – Brent Gowen

- The team has gathered much material, and Teresa Laughlin is composing the sections.
- Teresa has distributed an outline of the standard to members.
- They are working on the description, evaluation and planning sections.

Standard II-B – Mary SanAgustin

- The team is nearing completion of the first draft because members did significant work during the winter break.
- Dean Lynda Halttunen has volunteered to be the primary writer for the standard.
- The document is 29 pages so far, and it is more detailed than the corresponding section of the 2002 Self-Study.
- The team is maintaining hard copies of evidence gathered, including interviews.
- Michelle Barton suggested that a small sub-group from ASC be corroborate and catalog the evidence listed by each writing team.

Standard II-C – Linda Morrow

- The team was divided into subgroups, which met over the winter break.
- They have started their draft and have it ready to “fill in the blanks.”
- They will conduct a survey of computer lab staff.
- There are many cross references in the evidence gathered.
- Michelle noted that a member of the site visit team will be assigned to oversee each standard and an analyst will be assigned to oversee the entire study.

Standard III-A – Shawna Hearn

- The team has met once, divided the standard into sections, and is making progress.
- Members will meet on January 30.
- One of the team’s challenges is to find evidence for how Human Resource planning is aligned to strategic planning. Steering Committee members suggested that the team
 - interview the chairs of the planning councils,
 - have a team member interview Shawna in her role as Supervisor of Employment Services,
 - use e-mails as evidence, and
 - make reference to minutes of meetings.

Standard III-B – Physical Resources – No report

Standard III-C – Terry Gray

- The team has almost completed its first draft.
- Members have done much of the work electronically, making significant use of the SharePoint site.
- They have created a separate “Evidence” folder in SharePoint.
- There are five (5) subparts of the standard.
- Dean Mark Vernoy volunteered to put the writing in a “single voice” and add an overview of the work.
- Terry suggested the use of converting information to PDF documents to avoid problems with web links not working properly.
- Michelle mentioned her experience with a site visit team at another college where the disk containing links to evidence did not work.
- Steering Committee members noted that the ASC will need to set a cut-off date for links and make certain that the latest versions are used to create the PDFs.

Standard III-D – Financial – No report

Standard IV-A – Decision-Making Roles & Processes

- Berta noted that the writing team must regroup after the resignation of the team leader.
No report

Standard IV-B – Norma Bean

- The team is small and working well.
- Members have collected much evidence, thanks to the efforts of Josie Silva.
- They will conduct interviews in the near future.
- Governing Board President Darrell McMullen has joined the team.
- Norma will serve as the writer for the team. She will share the draft with the team for reviewing and editing.

Employee Survey: Director of Research and Planning Michelle Barton reported the following information:

- The survey was released in batches to avoid over-taxing the system.
- As of this morning, Research and Planning had received 174 responses.
- Michelle thanked the writing teams for their work in submitting the questions and then modifying them.
- The survey will remain open until February 1 to give faculty returning for spring semester adequate time to complete it.
- The distribution included part-time faculty who are scheduled to teach in spring semester, plus non-teaching faculty in counseling and library services.
- Hard-copies of the survey are available upon request from Facilities so that employees without computer access will have an opportunity to participate.
- The survey appears to be operating smoothly; the “pause and return” capability is working.

Other:

- Berta discussed the handout titled “Format and Content for Comprehensive Self-Study Report” that lists additional components required in the self-study. This information is found on pages 9 – 12 of the Self-Study Manual.
- Berta thanked the committee for its time commitment and stressed the far-reaching importance to the future of Palomar.
- She encouraged intensive, focused work during the spring term.
- She expressed appreciation for the leadership of the tri-chairs and writing team leaders.
- The next ASC meeting is Thursday, January 31, 2:30 – 4:00 p.m., in AA-140.
- Glynda noted that she will delete the existing Outlook invitations for the spring semester meetings and will send new Outlook invitations. The distribution list has been corrupted by numerous changes. The meeting times will remain the second Thursdays of February, March, April, and May, from 2:30 – 3:50 p.m., in AA-140.
- Glynda requested that writing team leaders notify her of changes to the writing teams so she can update the Web and SharePoint sites.
- Berta asked faculty working off-contract hours to report their hours to their team leaders or directly to Glynda.

The meeting adjourned at 11:05 a.m.

**Next Meeting:
Thursday, January 31, 2008 (cancelled)
2:30 – 3:50 pm
AA-140**