



## Accreditation Steering Committee

November 8, 2012

Approved 12.13.12

---

**MEETING TYPE:**☐**Staff****Starting Time:****2:00 p.m.**☒**Product/Project****Ending Time:****3:00 p.m.**☐**Special****Place:****AA-140**

---

**Chair:** Berta Cuaron, Accreditation Liaison Officer**Attendance:** Berta Cuaron (ALO), Brent Gowen (Co-Chair), Michelle Barton (IR&P), Shawna Hearn (CAST/HRSPC), Tom Medel (Co-Chair), Marilee Nebelsick-Tagg (FASPC), Juan Morales (ASG), Wendy Nelson (LOC), Dan Sourbeer (IPC), Diane Veach (AA)**Absent:** Greg Larson (Faculty Senate), Shannon Lienhart (PFF), CCE Representative, SSPC Representative**Recorder:** Glynda Knighten

---

Vice President Berta Cuaron called the meeting to order at 2:02 p.m.

**MSC (Gowen/Nebelsick-Tagg) to approve the minutes of the October 11, 2012, meeting as presented.**

### SLOAC Status Report

Learning Outcomes Council (LOC) items that SLOAC Coordinator Wendy Nelson reported included

- the GE/ILO Assessment report document has been presented to the appropriate campus committees and groups;
- program outcomes entered in the POD (Palomar Outcomes Database) have increased since summer;
- department chairs will be offered the opportunity to meet with SLOAC Coordinators individually to receive training on program SLOs;
- the SLOAC Proficiency Status Report will be reviewed by the Learning Outcomes Council and the Accreditation Steering Committee in December and presented to the Governing Board in January; and
- Two GE/ILO outcomes will be assessed this academic year: Critical Thinking and Oral Communication.

The Learning Outcomes Council will apply for a grant from ACCJC sponsored by the Lumina Foundation. A workgroup will complete a form to indicate interest in participating in the grant and preference of a topic.

Wendy noted that at the Strengthening Student Success Conference in early October, Susan Clifford of ACCJC stated that ACCJC will summarize the SLOAC Proficiency Status Reports submitted by colleges and will present a summary to the Commission. To date, there are no guidelines or information regarding what will be done with the summary report.

Katie Townsend-Merino recently participated on an accreditation site visit team. She reported that site teams are trained to focus on the changes college make as a result of analyzing results of SLOACs. Katie will be invited to share her experience as a member of the team with the Accreditation Steering Committee.

Assistant SLOAC Coordinator Katy French reported that she participated in submitting a grant to NCHEA (North County Higher Education Alliance) for work on information literacy.

### ***Institutional Self-Evaluation 2015 Documents – Drafts***

#### *Timeline, Writing Guidelines, Evidence and Interview Templates*

The draft timeline for *Institutional Self-Evaluation 2015* was reviewed by the committee. A suggestion was made to add dates of ACCJC actions to the timeline to keep the College community informed.

Brent Gowen reviewed the writing guidelines for use by the Standards Teams. He noted that the plan is to recruit Standards Teams composed of individuals who have expertise on the standard, as well as individuals with no expertise on the standard. Membership on the teams will be open to the College community.

Glynda Knighten reviewed information about evidence as required by ACCJC in the *Guide to Evaluating Institutions*.

Committee members were asked to review the evidence and interview templates and to offer feedback for improvements.

### **Accreditation Steering Committee Governance Structure**

**MSC Nebelsick-Tagg/Hearn to approve the revised governance structure for the Accreditation Steering Committee and present it to the Strategic Planning Council on November 20.**

**ACCJC Newsletter** – [Newsletters](#) can be found on the ACCJC website.

**ACCJC Policy Changes** – [Policy changes](#) are available on the ACCJC website.

**Workshops/Conferences** – [Workshop and conference](#) information can be found on the ACCJC website.

### **Announcements/Other**

ACCJC has expanded reporting requirements to include financial reports. A separate task force has been formed to review reports and to make recommendations to colleges.

*Accreditation Basics*, an online workshop on the basics of accreditation, is available on the [ACCJC website](#). Committee members are encouraged to participate in the workshop.

At the December ASC meeting, the committee will focus on the SLOAC Proficiency Status Report draft and the membership of Standards Teams for the next institutional self-evaluation.

The meeting adjourned at 2:45 p.m.

**Next Meeting:  
December 13, 2012 (finals week)  
2:00 – 3:00 p.m.  
AA-140**