PALOMAR COLLEGE
Learning for Success

APPROVED

Accreditation Steering Committee	
October 8, 2009 Minutes	

MEETING TYPE:					
	☐	**Staff**	**Starting Time:**	**2:00 p.m.**	
	X	**Product/Project**	**Ending Time:**	**3:00 p.m.**	
	☐	**Special**	**Place:**	**AA-109**	

Chair: Berta Cuaron, ALO

Attendance: Andrew Bissell, Monika Brannick, Katherine Gannett, Brent Gowen, Terry Gray, Kelley Hudson MacIsaac, Tom Medel, Norma Miyamoto, Linda Morrow, Mary SanAgustin, Diane Veach

Absent: Michelle Barton, Terri Canela, Marty Furch, Shawna Hearn, Ken Jay, Shannon Lienhart, Mollie Smith

Recorder: Glynda Knighten

Chair Berta Cuaron called the meeting to order at 2:05 p.m.

Minutes of the August 11, 2009, meeting were approved as presented.

The Accreditation Steering Committee governance structure was reviewed; updates will be sent to the Strategic Planning Council (SPC).

Progress reports on ACCJC recommendations were given.

Recommendation #1: Integrated Planning, Evaluation, and Resource Allocation Decision Making

SPC adopted a new integrated planning model and discussed a resource allocation model. Two all-day retreats to draft Strategic Plan 2013 are scheduled for October 16 and 23.

Recommendation #2: Student Learning Outcomes Assessment Cycles(SLOACs)

1. Faculty Senate approved the SLOAC timeline for course, program, and institutional SLOACs with the exception of the data management software.
2. The Learning Outcomes Council recommended TracDat as the data management software and will provide demonstrations and information to faculty.
3. Faculty are working to input SLOs in two-thirds (1200) of courses by the end of Fall 2009. It is anticipated that faculty will put 30-50 courses through the assessment cycle in Fall 2009.
4. The LOC has asked Finance and Administrative Services, Human Resource Services, and Student Services Planning Councils to take responsibility for Service Area Outcomes (SAOs) for their respective divisions. They are to identify the structure and timeline and tie outcome assessments to the strategic plan.

Recommendation #3: Distance Education – Ensure Comparable Quality of Instruction

Per the ACCJC Recommendation #3, Tenure and Evaluations Review Board (TERB) and the Faculty Senate's Academic Technology Committee (ATC) are addressing three areas of improvement for distance education classes:

1. Basic training requirements/competencies of faculty teaching online classes
2. Ensuring students enrolled in online classes have regular interaction with faculty
3. Evaluation of the quality of instruction of online classes

Per guidance from Susan Clifford and Jack Pond of ACCJC, the college should pay attention to the comparison of success rates of distance education and face-to-face students. Training/preparing students for taking online classes is also being discussed.

Recommendation #4: Policies and Procedures – Due Process for Evaluations of Senior Administrators

Monika Brannick reported that she and Brent Gowen met with Vice President Tortarolo to discuss policy and procedure for faculty evaluation of senior administrators. Human Resource Services expects to have developed a policy and procedure for due process by the end of November.

Vice President Cuaron presented a progress report on Recommendation #1 at the September 10 Governing Board meeting. At the October 13 meeting, Marty Furch, Brent Gowen, and John Tortarolo will present progress reports on Recommendations #2, #3, and #4, respectively.

The committee discussed the need for the campus community to be aware of the progress of the responses to the recommendations. The Accreditation Newsletter for October will be distributed in mid-October. Preparing a Q&A about learning outcomes, the budget process, and planning processes as a means of informing the college community was suggested.

The meeting adjourned at 2:45 p.m.

Next Meeting:
Thursday, November 12, 2009 *(meeting canceled 11/4/09)*
2:00 – 3:00 p.m.
AA-109