

**Accreditation Steering Committee**  
*September 9, 2010*

**MEETING TYPE:**

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Staff

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Product/Project

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Special

**Starting Time:** 2:00 p.m.

**Ending Time:** 3:00 p.m.

**Place:** AA-109

**Chair:** Berta Cuaron, ALO

**Attendance:** Michelle Barton, Monika Brannick, Berta Cuaron, Marty Furch, Shawna Hearn, Ken Jay, Tom Medel, Linda Morrow, Mary SanAgustin, Juan Sanchez, Shayla Sivert, Diane Veach

**Absent:** Katherine Gannett, Terry Gray, Kelley Hudson MacIsaac, Ken Jay, Norma Miyamoto, Mollie Smith

**Recorder:** Glynda Knighten

Chair Berta Cuaron called the meeting to order at 2:05 p.m. Members of the group introduced themselves.

MSC (SanAgustin/Brannick) to approve the minutes of the April 8, 2010, meeting.

**ASC Governance Structure – proposed updates:**

Berta presented the proposed changes to the ASC governance structure, and members proposed additional changes. The document will be reviewed at the October meeting and presented to SPC for review and approval in October. The composition of the committee was discussed. Faculty Senate President Monika Brannick reported that a call went out today for a faculty tri-chair for the next self-study.

**Accreditation Updates:**

The college is required to prepare a Follow-Up Report by March 2011. A follow-up visit by Commission representatives will occur in April 2011. The college must demonstrate that it has prepared the planning documents, implemented the plans, and evaluated the outcomes.

A Midterm Report is due to ACCJC in March 2012. It must address all four recommendations cited in the June 30, 2009, action letter; the additional recommendations from the Exit Report; and the self-identified Planning Agendas. This topic will be discussed in greater detail at the October meeting. Berta distributed handouts listing all recommendations and the Planning Agendas.

The [Annual Report](#) submitted to ACCJC in June 2010 will be discussed at the October meeting. It is posted on the Accreditation website.

The five parts of Recommendation #2 include (1) evaluation (program review and planning), (2) planning, (3) establishing priorities, (4) funding, and (5) implementation of plans. Committee members were encouraged to communicate this information to their constituent groups.

**Recommendation #2 updates:**

1.a. – Technology Plan update – A workgroup prepared an updated plan that will go to SPC for adoption.

1.b & 1.c – Facilities and Educational Master Plans – The Educational Master Plan (EMP) task force prepared an updated plan to incorporate changes for the North Center, the South Center, and the Escondido Center. The Facilities Master Plan was reviewed through a facilities group looking at the EMP and identifying needs to support instruction. The updated plan will go to SPC and the Governing Board for approval.

1.d – Human Resources Staffing Plan – Due to a lack of community college models, the planning councils and a work group are preparing a Palomar College-tailored staffing plan.

2 & 3 – Budget, Planning, & Evaluation – The committee will discuss the Integrated Planning Model (IPM) and the budget model at the October meeting.

4 – The updated Technology Plan addresses disaster recovery, data security, and on-going equipment replacement.

The importance of recognizing and adhering to ACCJC policy changes was stressed. The committee will discuss specific changes at the October meeting. The changes are posted on the [ACCJC website](#); a link to the website is available on the [Accreditation website](#).

Berta encouraged committee members to consider attending accreditation workshops/conferences as posted on the [ACCJC website](#).

The meeting adjourned at 3:00 p.m.

**Next Meeting**  
**October 14, 2010**  
**2:00 – 3:00 p.m.**  
**AA-109**