**August 26, 2016**

11:00 a.m. – 12:00 p.m.

AA-140

Approved – February 24, 2017

Accreditation Steering Committee

**MEMBERS:** Dan Sourbeer, Richard Albistegui-DuBois, Michelle Barton, Aaron Holmes, Suzanne Sebring, Lisa Cecere, Shawna Cohen, Jenny Fererro, Marty Furch, Barb Kelber, Greg Larson, Najib Manea, Connie Moise, Mollie Smith, Zach Gutierrez

**RECORDER:** Marti Snyder

**Minutes – August 26, 2016**

Meeting was called to order by Interim VP Sourbeer at 11:10 a.m.

1. **Approve minutes of March 18, 2016**

MSC, Moise, Cohen, as amended. All in favor with one abstention.

1. **Follow-Up Report draft discussion**

Dan Sourbeer reviewed recommendation #1 and summarized the efforts of the College to meet the recommendation to ensure adequate tutorial support for distance education students and to provide students at Camp Pendleton accessible student services commensurate with the offerings at the San Marcos and Escondido sites.

The Committee reviewed the report draft and suggested the following:

* Emphasize that the login for online tutoring appears in Blackboard.
* Include information about tutorial support for distance education on the Tutoring Services website.

Dan Sourbeer also reviewed recommendation #2 and summarized the efforts of the College to create an environment that includes the participation of all employees in participatory governance.

The Committee suggested the following:

* Include reference to the Comet Information Exchange (CIE) as an interactive website
* Consider adding committee, in addition to council, highlights to the CIE.

Overall consensus from the Committee is that the draft is easily readable, in part because of the detailed tables included in the report. The Committee suggested more consistency in the listing of dates within the table.

Dan Sourbeer asked that any additional comments be sent to him via email.

1. **Follow-Up Report timeline**

Dan Sourbeer reviewed the Follow-Up Report timeline and notified the Committee that the report is due to ACCJC by October 1st and the College can expect a follow-up visit anytime between mid-October and early-November. The visiting team will likely consist of two to four members who will conduct interviews and visit Camp Pendleton over the span of one day.

1. **Upcoming activities that address the recommendations**

Dan Sourbeer reminded the Committee that the Classified Speaks sessions will continue this semester, in order to give classified staff an opportunity to discuss and provide updates on and from shared governance.

1. **Other**

Dan Sourbeer listed the six recommendations to increase institutional effectiveness, which will be the focus of the Mid-term report, due to the Commission in March, 2019.

Meeting adjourned at 11:50 a.m.

Next Meeting:

TBD