



Minutes – February 23, 2018

11:00 a.m. – 12:00 p.m.

AA-140

To be approved – April 27, 2018

Accreditation Steering Committee

MEMBERS PRESENT: Michelle Barton, Lisa Cecere, Shawna Cohen, Jack Kahn, Cheryl Kearsse, Joe Limer, Najib Manea, Connie Moise, Wendy Nelson, Travis Ritt, Justin Smiley, Lori Waite

MEMBERS ABSENT: Aaron Holmes, Zeb Navarro

RECORDER: Marti Snyder

The meeting was called to order by Michelle Barton at 11:07 a.m.

1. Approve Minutes of October 27, 2017 and December 1, 2017

MSC, Ritt, Cohen, to approve the minutes of October 27, 2017 and December 1, 2017. All in favor with two abstentions for the minutes of December 1, 2017.

2. Substantive Change Report Update

The Substantive Change Proposal for the South Education Center (SEC) was submitted to ACCJC in January and approved by the Substantive Change Committee in February. The Commission called it “a model proposal.”

- Site Visit
Dr. Stephanie Droker will conduct a site visit of the SEC on April 16, 2018.
- Meeting with ASC
Dr. Stephanie Droker has offered to make herself available to the campus during her site visit to address any questions related to accreditation. She will conduct the SEC site visit in the morning and meet with the Steering Committee in the afternoon, followed by a potential visit to Faculty Senate.

The College was initially informed by ACCJC that a substantive change proposal for the North Education Center (NEC) will not be required until the permanent structures are in place. However, the College may be required to submit a proposal for the NEC because of financial aid implications for students attending in the North.

3. Annual Report and Annual Fiscal Report

Michelle Barton provided an overview of the content for the annual report, which is due to ACCJC by April 2, 2018. The LOC coordinators are currently compiling the data required for SLO reporting and ensuring that all SLO assessments are current in TracDat

and IPC is conducting a review of gainful employment certificates that are not heavily pursued by students. Ron Perez is currently working on the annual fiscal report.

4. Midterm Report 2019

The Midterm Report is due to the Commission in March 2019.

Michelle Barton met with a small work group to discuss institutional set standards and goals (initial targets). Those suggestions will be shared with SPC and Faculty Senate and reported in the Midterm Report.

- Timeline

The Committee reviewed the General Timeline for the Midterm Report, which highlights important dates.

Travis Ritt suggested the Committee provide an earlier draft or workshop with the Governing Board, as there will be at least one new Governing Board member who will need additional time to review the 2015 ISER that led to the recommendations addressed in the Midterm Report.

- Assignments

The Committee reviewed the Writing Assignment document and of each of the self-identified improvement plans and the I.E. recommendations. The Committee will be invited to view the form in Dropbox for status updates. Travis Ritt suggested that Fariheh Towfiq be brought into the conversation regarding Recommendation #8 – Discipline Preparation.

5. Liaison Roles

The Committee discussed the roles or tasks for liaisons for Spring 2018, which include:

- Facilitate completion ACCJC training (planning council members)
- Introduce new accreditation standards as related to councils
- Request time on council agendas for March
- Presentation to Councils as scheduled

6. Other

The meeting adjourned at 12:02 p.m.

Next Meeting:
Special Meeting
April 16, 2018