



**Accreditation Steering Committee Meeting
Minutes
Wednesday, March 20, 2019
3:00-4:00pm**

Vision

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Meeting Participants

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> S. Atkinson-Alston | <input type="checkbox"/> S. Haigler | <input checked="" type="checkbox"/> A. Osanyinpeju | <input type="checkbox"/> L. Sosenko |
| <input type="checkbox"/> E. Blake | <input type="checkbox"/> C. Halligan | <input type="checkbox"/> L. Owens | <input checked="" type="checkbox"/> N. Williams |
| <input checked="" type="checkbox"/> K. Curry | <input checked="" type="checkbox"/> E. Martinez | <input checked="" type="checkbox"/> S. Purdom | <input type="checkbox"/> A. Yermakov |
| <input checked="" type="checkbox"/> P. Flor | <input type="checkbox"/> D. Maruyama | <input type="checkbox"/> K. Radcliff | |
| <input type="checkbox"/> E. French-Preston | <input type="checkbox"/> J. Mills | <input checked="" type="checkbox"/> R. Sasser | |
| <input checked="" type="checkbox"/> A. Gillis | <input checked="" type="checkbox"/> C. Morales-Gutierrez | <input checked="" type="checkbox"/> B. Smith | |

Meeting Minutes

1. Review Institutional Self-Evaluation Actionable Items
 - a. I.A.1 Mission statement was discussed at Tartar Talks. An update of that needs to take place
 - b. I.A.3 Making Decisions document is in progress. The second meeting is on Friday, March 22nd from 9am-12pm
 - c. I.B.1 We need to work on completing program reviews in a timely manner. We need to do better at sticking to timelines. Some webpages are not updated. Sylvia and Amber to work on the webpage to update our information
 - d. I.B.2 In progress, and ongoing. We need to disaggregate learning outcomes data and delineate between distance learning and traditional. Not hybrid classes. Only clearly in classroom and clearly online
 - e. I.B.6 Bailey stated the Student Equity Plan will cover this item
 - f. I.C.1 Our website needs a lot of love and attention. Heather will be looking at people who applied to be a consultant for the transitional website. But we also need to work on our own website
 - g. I.C.5 We have approved quite a few board policies and procedures and continue to work on

the rest

- h. There is no difference between ongoing and in progress. All will be changed to ongoing
- i. II.A.1 All of section IIA are related to curriculum. We have a curriculum process that has been developed. Bullets will be added to II.A.1 because work has been done. Curriculum is more than just a handbook.
- j. II.A.3 R4 came from evaluation team so it will remain there
- k. II.A.5 Updates from Jasmine are needed
- l. II.A.10 Add narrative regarding work with CSUs and UCs
- m. II.A.14 Ask Joshua Meadors in regards to data
- n. II.A.15 Completed
- o. II.B.1 Syria continuing with this
- p. II.C.8 Next steps-Elizabeth needs narrative of timeline
- q. III.A.9 Staffing plan complete but needs to be updated to align with Visions for Success
- r. III.A.14 Started in fall of 2018, will hire professional development manager for activities for staff and faculty
- s. III.B.4 Facilitator will be hired to determine cost in summer
- t. III.C.1 Update to align with Vision for Success
- u. III.D.2 Updated planning and budget calendar for 2019-20. Will provide link on calendar
- v. IV.A.7 Reports will be linked to show the data. Institutional Research can be asked to write the narrative
- w. We have a good start on the action items
- x. Amber projected the Pasadena City College actionable items to show it is done in paragraph format. We don't have to worry about recommendations because we are meeting standards
- y. Midterm Report Data Reporting Form-Want to know we are linking budgets, providing SLO's, looking at institutional set standards, how we do our hiring, it is all aligned with our Vision for Success
- z. Paul recommended we put 'responsible party' instead of 'follow up' in our format

2. Review Accreditation Timeline

- a. Due March 2020
- b. Need input on accuracy of dates
- c. March 2019 items took place yesterday and today
- d. Show progress we have been making in action items
- e. Annual report due April 5th-Dr. A is almost done with it. Degrees/Certificates awarded linked with institution set goals-working on synchronizing all questions

- f. Is there a format to the mid-term report? Pasadena City College was reviewed because it is a gold standard. We will look at the structure. Bailey stated it would be easier for the chairs to review if they have an idea of a format. Dr. A replied we will review more than one format and discuss
3. Explore Using Office 365 to Store Evidence
 - a. Dr. A recommended having all information in one place for reference until Nuventive is in place
 - b. Bailey thinks it is a great idea but asked for a quick training or snapshots
 - c. Folders will be created with each of the standards in Office 365
 4. Updating Accreditation Webpage
 5. Next meeting:
 - a. Office 365 discussion-assign parameters on who changes what
 - b. Amber sent Co-chair list to all. Co-chairs of each standard should do the following:
 - i. Begin looking at current membership of each committee to make sure all are involved and want to remain involved
 - ii. Look at the timeline to know what needs to be reported on at next meeting and meet with committee members to discuss before our next meeting. Co-chair meetings should be looking at actionable items that relate to your items, you should be writing narrative, talk to people who have done things around campus toward the actionable item
 - c. Have meetings set up for Fridays in October/November to give committees time to work on the items and meet without having to add another meeting
 - a. Give Dr. A Dates for September, October & November
 - b. Amber will share document for QFE

Meeting adjourned at 4:04

The Next Scheduled Meeting
April 17, 2019
3-4pm/Board Room