

# Accreditation Steering Committee Minutes

September 12, 2012, 2:00pm-3pm.

Attendees: Francisco Arce, Keith Curry, Ann Garten, Alice Hawkins, Jeanie Nishime, Michael Odanaka, Barb Perez, Rachelle Sasser, Holly Schumacher, Chelvi Subramaniam, David Vakil.  
Note-taker: David Vakil

## Handouts:

- Process to Accreditation – final published version
- Positions needed to address administrative capacity

## Action-items:

1. Minutes of June 6 were approved.
2. On October 5, several employees from both the Compton Center and ECC will attend an Accreditation Self Study training session at San Bernardino College. Planning to attend from the ASC are: Holly Schumacher, David Vakil, VP Francisco Arce, VP Jo Ann Higdon, and VP Jeanie Nishime. The nine Self Study committee chairs and co-chairs will be chosen shortly afterwards. Each committee will likely include three employees from the Center/District.
3. On October 30, there will be an Accreditation Summit. Invited participants will include those who attended the Planning Summit in Spring 2012. The goal of this Accreditation Summit will be to prepare the invitees to participate in the ECC 2014 Accreditation Self Study report, which will overlap significantly with the Center's concurrent efforts to achieve full accreditation as a college.
4. Updated drafts of the subcommittees' sections of the eligibility report should be sent to David by October 15, in preparation for the next ASC meeting on November 7.
5. On November 29, there will be an open forum to discuss the latest information on submitting an accreditation eligibility report.
6. Next meeting of ASC was rescheduled to November 7, from November 14.

## Additional minutes:

### *Compton Accreditation Timeline*

It is still not clear when the Compton Center should apply for eligibility. The timeline strongly depends on the results of the District's financial audits. If the upcoming audit is strong, eligibility will commence, but if two clean audits are required, the eligibility process will take longer. For reference, the District received 26 audit findings during the last two years, some from 2009-2010 that weren't adequately addressed in subsequent years.

To help address the ACCJC CEO eligibility criterion (#4), the CEO job description was rewritten to allow the CEO to become the CEO/Provost when accreditation eligibility is granted to the Center.

The next draft of the eligibility report will need to be ready in advance of the November 14 open forum. See item #2 of the Process to Accreditation on page 3. The upcoming issue of the accreditation newsletter will summarize this forum and also possibly the results of the October 30 Accreditation Summit.

### *Fall Accreditation Summit*

Agenda items for the Summit include:

1. Overview of what was learned during the October 5 training session
2. Form committees or teams to address the accreditation standards for the Self Study
3. Dr. Arce will review the 21 eligibility criteria and the four accreditation standards
4. Dr. Nishime will review the process to conducting a Self Study Report
5. Questions and Answers

### *Miscellany*

The students, through ASB, should directly receive an invitation to the Accreditation Summit, in addition to receiving an invitation from the Student Life office.

ACCJC will visit ECC and the Compton Center for one day, November 14, in response to the Follow-Up report scheduled to be submitted to ACCJC before October 15.

### *Subcommittee reports*

#### Subcommittee I: Organization

Keith Curry distributed a list of positions needed to satisfy the Administrative Capacity criterion (#5). Subcommittee 1 met on Monday and generated this list. ASC suggested adding “Director of Institutional Research” or “Director of Research and Planning” to the list. The Articulation Officer will probably be created by reassigning half of a counselor’s load to that function. The District has begun writing some of the job descriptions and has begun connecting the list of positions to the District’s budget. The subcommittee will meet in October to revise the narrative for the eligibility report.

#### Subcommittee II: Instruction/Faculty

Course SLOs continue to be assessed and considerable progress has been shown. Program SLOs are also underway.

#### Subcommittee III: Student Services and Public Information

The library may need to increase budget, as reported in the earlier drafts of the eligibility report. The Center also needs to compare fees and processes with those at ECC. The District will also need to fund an online Learning Management System when accredited as a college.

#### Subcommittee IV: Financial Integrity

The subcommittee has not met in two months. The District does have a five year budget and plan, which will be shared with the ASC at its next meeting in November.

Subcommittee V: Planning and Evaluation

The subcommittee has not met recently but the Center can now show links between program plans and the District's budget. Items from past plans that were completed are also indicated in Plan Builder. The Educational Master Plan was approved by the Boards of Trustees for both the Compton Community College District and as a chapter of the ECC Comprehensive Master Plan by the ECC Board of Trustees. The Institutional Effectiveness Committee is also meeting to address linkages between planning and budgeting.

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