

Accreditation Steering Committee Minutes

April 6, 2pm-3:30pm

Attendees: Francisco Arce, Keith Curry, Ann Garten, Alan Gonzalez, Jo Ann Higdon, Andrew Krynicki, Joseph Lewis, Rodney Murray, Jeanie Nishime, Saul Panski, Barbara Perez, Chelvi Subramaniam, David Vakil, Pieter Van Niel, Daniel Villanueva. Notetaker: David Vakil.

Handouts:

- Updated language for Eligibility criteria 17 (Financial Integrity) and 18 (Financial Accountability).

Action items and highlights

1. Minutes for meeting of February 2, 2011 were approved as amended. Committee suggested posting draft minutes to website immediately with a clear “draft” watermark, and replacing with final version later, as needed.
2. Subcommittees are asked to identify any weaknesses in their area related to “administrative capacity” so they can also be included in criterion #5.
3. The final eligibility report should include a prologue that explains the nature of the partnership and the roles of both the El Camino College District and Compton Community College District and their respective employees.
4. A chart will be developed that summarizes the status of each eligibility criteria and describes the deficiencies.
5. Plans to address the deficiencies in the eligibility criteria need to be developed.

Additional Minutes from the meeting follow below.

Subcommittee reports

Subcommittee 1 – Organization

This committee will meet for the first time with its new chair in two weeks. There are concerns about the language in the first draft. Compton needs to make sure the language is written to reflect the Compton Center as a center of El Camino College, and should not refer to the Compton Community College District Board of Trustees or CEO.

While the CEO criterion refers to a CEO, when accredited as a college, the Center will be expected to have a President, not just a district CEO. The details surrounding this issue will need to be resolved.

Subcommittee 2 – Faculty and Instruction

The primary deficiencies identified by this committee were related to SLOs. An action plan was developed and sent to the ASC co-chairs, and will be sent to the committee. The

plan calls for all courses to have at least one assessment completed by Fall 2012 and all programs to have at least one assessment completed by Spring 2012. Of the 400 courses, only 9 currently lack an SLO statement. The Academic Affairs office has been asked to monitor progress of the 112 classes currently assessing SLO statements. The process, while faculty driven, needs to be administratively monitored. Faculty need to focus on SLOs and not get bogged down with other issues.

Subcommittee 3 – Student Services and Public Information

This committee has not met recently due to recent personnel transitions in the CEO and Dean of Students positions. Eligibility criteria were met for these areas: Student Services, Admissions, Public Information and Information and Learning Resources. New language is being drafted for the latter.

The plan to address the staffing needs of the Compton Center that would move administrative functions from ECC to Compton is being incorporated in upcoming planning documents and program reviews. Administrative functional deficiencies can be met either by hiring or contracting for services.

Subcommittee 4 – Financial Integrity

Much work has taken place at the Compton Center related to Financial Integrity since the last meeting, even though the subcommittee has not met recently. The current audit's management letter will identify several "material weaknesses." The Center will be working with another auditor that will be hired soon to help resolve the identified issues.

The Informational Technology department is currently maintaining services, but relies on the Torrance campus for some services in order to prevent disruption to students. Until the "infrastructure phase two" construction project is completed, the Center will not be independent and will need to continue to rely on ECC. The group also expressed concern about maintaining adequate legacy records of Compton College, as it existed prior to the partnership.

Subcommittee 5 – Planning and Evaluation

The subcommittee has not met recently, but the deficiencies are being addressed. There is still a need to develop an Educational Master plan and a timeline has been developed for such a plan – see below – where the Compton Center is treated as a Center for planning purposes rather than as a college. The Center's Educational Plan will be a component of El Camino's Master Plan and will include language that reflects the goal to convert the Compton Center into a College.

Development of a five year plan must include the realities of the current budget situation, which means the right number and types of programs must be offered. Compton may not necessarily be able to offer all of the same programs as the larger Torrance campus.

Similarly, there is a need to discuss the current limitations of facilities and how those facilities impact all areas. The current Facilities plan will integrate well into the Educational Master Plan. Specifics, including which programs will move into which proposed new buildings, still need to be finalized.

The following timeline is in place:

1. By May 2, a technology plan draft should be developed so it can be shared with appropriate consultation groups.
2. By May 9, a draft staffing plan (already nearly complete) will be finished and shared with consultation groups.
3. By May 16, plans will be distributed.
4. By June 6, program-specific documents will be incorporated into the Facilities Plan.