Accreditation Steering Committee Minutes

June 8, 2pm-2:45pm

Attendees: Francisco Arce, Keith Curry, Jo Ann Higdon, Andrew Krynicki, Jeanie Nishime, Michael Odanaka, Saul Panski, Rachelle Sasser, Chelvi Subramaniam, David Vakil, Pieter Van Niel, Daniel Villanueva. Notetaker: David Vakil.

Handouts:
- Minutes from past meeting
- Summary of status updates for each criterion
- Third draft of eligibility report – includes only updated language for criterion 5, and all of subcommittee 3.
- Updated language for subcommittee 4
- Status report for subcommittee 5

Action items and highlights
1. All committee members are asked to provide feedback on the complete 3rd draft of the eligibility report before the end of June. Send feedback to D. Vakil.
2. Plans to improve areas needing attention should be drafted and be formatted using the action/issue grid (available from D. Vakil). Send plans to D. Vakil.
3. Program Review peer-review process language should be included for all relevant criteria. D. Vakil to follow up.
4. Accreditation public forum scheduled for last week in October during College Hour. The forum will focus on soliciting feedback on the eligibility report.
5. Meetings were scheduled for August, September, and every 2nd month thereafter; CEO's office to follow up electronically.

Additional Minutes from the meeting follow below.

Subcommittee reports
Subcommittee 1 – Organization
The subcommittee met recently and is revising the language for the eligibility report.

Subcommittee 2 – Faculty and Instruction
There have been no recent meetings because the subcommittee is waiting for developments with course and program-level SLO assessments. Course assessments have increased from 7% at the beginning of spring 2011 to 22% as of this meeting. Other data are also being updated and the new figures will be included in the next draft of the subcommittee's eligibility report. A SLO assessment leadership reconfiguration is in development.

Subcommittee 3 – Student Services and Public Information
The subcommittee met once since the last Accreditation Steering Committee and the eligibility draft language is complete. All language for the standards has been updated and incorporated into the 3rd draft. Evidence needs to be assembled and editing is still required.

Subcommittee 4 – Financial Integrity
The subcommittee has not met since the last Accreditation Steering Committee. The co-chairs agree that if we were to submit an eligibility request to ACCJC today, if Compton were submitted as a college of the El Camino College District, the fiscal requirements would be met. If we submitted as a college of the Compton Community College District, progress has been made based on information from recent audit reports. It will probably take one more year before we can obtain a fiscal clean "bill of health" from auditors. Documentation would be required for both past and current fiscal integrity, and records from 2008-2009 until now would be studied. The audit committee will meet within the next 3 weeks (probably June 16 or 23) to further discuss the current situation.

The MIS infrastructure project has begun and the Print Shop has been relocated. This is a critical need for information integrity, related to fiscal integrity. Compton has also recently hired a new accounting manager, fulfilling another critical need.

The Center is currently required to show how finances, as a center, are sufficient to provide services.

Subcommittee 5 – Planning and Evaluation
The subcommittee has not met recently, but Center's Education Plan is developing according to the timelines stated previously. A rough draft of the plan is being circulated among constituent groups. Some comments have been made and will be incorporated into the next draft, available mid-July. Some program summaries need to be updated or included.

The Technology Plan will be revised from the information in the Education plan. Similarly, information from the Education plan is being used to update the Staffing Plan, available in early July.

A draft Student Success plan has also been distributed, and includes information from the "Hope report." The plan focuses on the LRC as a hub for student Success.

Future ASC meetings and Public Forum
The ASC should continue to meet to keep momentum and progress going. The committee agreed to meet on August 10, in September, and then every other month thereafter during

the 2011-2012 academic year. CEO Curry's office will coordinate the meeting times and send notice.

An accreditation public forum should be scheduled for the last week of October during a college hour. This allows time for the ASC to discuss the 4th draft of the eligibility report. Some concerns that were raised include confusion by some about the purpose of the eligibility document and questions about the timeline to be accredited as a college. The committee agreed the forum should focus on the eligibility document and soliciting feedback on that document. The Special Trustee will be invited to the public forum.

Other discussion
Program Review peer-review processes are under development. In the Academic Affairs area, the process should be implemented in Fall 2011.

Regarding Administrative Capacity (criterion 5), an updated list appears on pages 21-25 of the 3rd draft document distributed during the meeting. This list is still not yet complete. Many ITS functions are listed. Other items or functions that need to be added to the list include PlanBuilder, CurricUNET, academic software, Institutional Research, and Public Relations. This list will also need to include costs and timelines for Compton to assume these responsibilities.

Rather than referring to eligibility "deficiencies" we should refer to "areas needing improvement."