

# Accreditation Steering Committee Minutes

August 10, 2011, 2:00pm-3:30pm.

Attendees: Francisco Arce, Keith Curry, Ann Garten, Jo Ann Higdon, Andrew Krynicki, Jeanie Nishime, Michael Odanaka (ex-officio), Saul Panski, Barb Perez, Rachelle Sasser, David Vakil, Daniel Villanueva. Notetaker: David Vakil.

## Handouts:

- Minutes from past meeting
- Notes about the 4<sup>th</sup> draft of the eligibility report

## Action items and highlights

1. All committee members present were in agreement that they do not expect Compton to be ready to submit an accreditation eligibility report in 2012.
2. The public forum, open to employees and community members, scheduled for Tuesday, October 25 from 1-2pm should proceed as planned. Each subcommittee should give an update, including plans to meet the eligibility requirements in the future. The presentations should focus on accomplishments that must be achieved rather than focusing on a date for submitting the report.
3. Subcommittee chairs should write a brief report by September 9 explaining which eligibility criteria have been met and which have not. This report should substantiate the reason(s) why the steering committee believes Compton will not be ready to submit an eligibility report in 2012. The report should explain how Compton is moving forward and provide an estimate for how long it will take to complete the necessary accomplishments.
4. The next meeting is scheduled for September 14 from 2-3:30pm. This meeting will focus on the written reports. A final draft of the written report will be disseminated prior to the October 25 public forum.
5. There will also be a (previously unscheduled) meeting on October 12 from 2-3:30pm for the steering committee to prepare for the public forum on October 25.

Additional Minutes from the meeting follow below.

## Subcommittee reports

### *Subcommittee 1 – Organization*

Criteria #4 and #5 are being rewritten and will include biographies of administrators. There will also be language to reflect the employment and salary payments for Fred Sturner's position and Rudy Ramos' position. The subcommittee is meeting on Monday, August 15 to review the draft.

### *Subcommittee 2 – Faculty and Instruction*

Much progress has been made with SLOs, including assessing 32% of courses and 21% of programs. Compton has adopted an SLO Facilitators model to work with faculty. Issues that remain include documenting that assessments are: resulting in instruction changes, linked to program reviews, and leading to program changes. There's concern these won't be done in time to submit an eligibility application in 2012.

### *Subcommittee 3 – Student Services and Public Information*

The next committee is in September. Some of the notes on the handout need to be incorporated (e.g. LOEP assessment, career center language). FCMAT has asked about the Career Center.

### *Subcommittee 4 – Financial Integrity*

The Vasquez written report is not yet complete but is expected on September 1. There are many challenges with operation of the Business office. Until bank reconciliation and accounts payable are up-to-date, it will be difficult to move forward.

The accreditation eligibility also requires information beyond what's written in the 21 eligibility requirements, such as retiree health benefits and irrevocable trusts.

Compton does not currently meet the Financial Integrity eligibility requirements; this claim is substantiated with available documentation.

### *Subcommittee 5 – Planning and Evaluation*

There have been no subcommittee meetings recently. The draft of the Educational Master Plan is circulating. In fall, after the plan is approved, the subcommittee will examine the relationships between the Educational Master Plan, area plans, etc.

### Timeline for submitting eligibility report

The steering committee discussed the timeline to submit an eligibility report. Several issues arose around this topic.

1. One possibility is to postpone deciding when to submit the report to January 2012.
2. The financial audit for 2011-2012 should show no significant findings. Subcommittee 4 chairs suggest there should be two years of good audit reports before they would be comfortable submitting an eligibility report. This suggests an earliest-possible eligibility submission of Spring 2013 to meet the financial sustainability requirement.
3. SLO issues mentioned in subcommittee 2's report support postponing the eligibility submission. The subcommittee acknowledges this would subject the institution to stronger SLO requirements because ACCJC expects "proficiency" beginning in 2013.
4. Despite current problems, Compton is moving in the right direction.
5. Facilities should be considered for the submission timeline.

Based on these comments, all committee members present were in agreement that they do not expect Compton to be ready to submit an accreditation eligibility report in 2012.