

# Accreditation Steering Committee Minutes

December 14, 2011, 2:00pm-3:30pm.

Attendees: Francisco Arce, Keith Curry, Ann Garten, Jo Ann Higdon, David McPatchell, Michael Odanaka, Saul Panski, Barb Perez, Rachelle Sasser, David Vakil. Notetaker: David Vakil.

Handout:

- Minutes from October 12, 2011

Action items and highlights

1. Minutes for October 12, 2011 were approved.
2. Spring 2012 meeting dates are February 22, April 18, and June 6, all in the Board Room starting at 2pm.
3. The following six-month benchmarks were established:
  - a. Publish an Accreditation Newsletter, the first of which will likely be a 4-page version of the report distributed during the public forum
  - b. Ensure all subcommittees meet regularly
  - c. Conduct a Planning Summit in Spring 2012 and accreditation workshops in Fall 2012
  - d. SLO and Program Review status reports completed

Additional minutes from the meeting follow below.

## Public Forum Reflections

The committee felt the public forum on October 27 went well, although several members were surprised by the lack of audience questions. A suggestion was made to have a few questions prepared in advance to whet the appetite of the audience and to encourage further dialog. Some committee members lamented there were only a few faculty attendees.

## Subcommittee Reports

### *Subcommittee 5 (Planning and Evaluation)*

This subcommittee met December 13 to discuss how we can improve the evaluation and planning processes and supporting documentation. The subcommittee made three recommendations:

1. Recommend having deans write a report tying unit plans and subsidiary program plans to the Educational Master Plan for the center. This document could be used to prioritize funding.
2. Recommend having PBC develop a method to “evaluate the funded allocations,” as required ACCJC eligibility criterion #19.

3. Recommend the Accreditation Steering Committee pick groups to establish benchmarks or other measurements/evaluation tools for each of the 6 major goals in the Educational Master Plan. (EMP) The subcommittee felt each of the 6 major goals in the EMP was measurable and/or could establish benchmarks.

There were several follow-up comments and recommendations to this subcommittee report.

1. The PBC evaluation of funded allocation could be done in PlanBuilder.
2. Compton should have a mini-planning summit to discuss the Center's goals. This summit should involve the ASC subcommittees, campus leadership, and especially faculty. It was proposed to have this summit in Spring 2012 and perhaps repeat it one year afterwards.
3. The Center should consider having an accreditation summit where the 4 ACCJC accreditation standards are examined.

#### *Subcommittee 4 (Financial Integrity)*

There have been no meetings since the previous ASC. However, the membership of the subcommittee has changed. The subcommittee will next meet in February after the Compton audit report has been received. Note: Keith Curry and Jo Ann Higdon met with the audit team and the audit report was not filed on time.

#### *Subcommittee 3 (Student Services and Publications)*

This subcommittee's report is well established and little work needs to be done before the final eligibility draft is submitted to ACCJC.

#### *Subcommittee 2 (Instruction and Faculty)*

The subcommittee is waiting for updates on course and program SLO assessments, including how many assessments were scheduled and how many were completed. The subcommittee is waiting for similar information about Program Review. There was a suggestion that faculty may need to be "nagged" more for these reports.

#### *Subcommittee 1 (Organization)*

The subcommittee met on Monday, December 12. The members examined the list of functions done at ECC on behalf of the Center and then developed some timelines. The subcommittee noted a need for more staff, especially in ITS. Other staffing needs included an SRC/learning disabilities counselor, IT systems specialist, Admissions and Records evaluator, Admissions and Records technician, Financial Aid accountant, articulation officer, curriculum specialist. The ASC added Public Information Officer to the list. Keith will ask for feedback on this list. Other issues that will provide context for the list and duties include cost, impact on the 50% law, and how to transition from the current situation to the future. All of this will need to be considered in light of the Educational Master Plan.