

Accreditation Steering Committee Minutes

June 6, 2012, 2:00pm-3pm.

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

Handouts:

- Next draft assessment of Sound Fiscal Management Self-Assessment Checklist
- Compton Center Planning Summit notes from May 8, 2012
- DRAFT “Process to Accreditation” document, including accreditation timeline
- Six-month benchmarks

Action-items:

1. Minutes of April 18 were approved as corrected.
2. Draft “Process to Accreditation” document was reviewed. Several edits were suggested. Keith will compile all corrections and submit the corrected document to Ann Garten for final review and then distribution.
3. A more reader-friendly set of notes from the Planning Summit will be distributed to all invitees and participants; recipients will also be notified of the Accreditation Summit. David to invite faculty participants to present about Planning Summit during Fall’s Flex Day.
4. Accreditation Summit is scheduled for Tuesday, October 30, starting at 1pm.
5. Committee agreed to continue meeting at the same time on the 2nd Wednesdays of alternating months, resuming in September 2012.

Additional minutes:

Planning Summit feedback

Planning Summit feedback was positive. ASC members felt: students who will continue to serve on ASB were involved and asked insightful questions and offered valuable feedback, energy level was high among all participants, common goals were established, the pre-test and post-test were successful, recommendations were thoughtful, and the presentations were all well done.

Six-month Benchmark updates

Benchmarks were established for the first six months of 2012. The benchmarks and their current status are:

1. Produce Accreditation Newsletter – this was deferred until the accreditation timeline was finalized. (See “Process to Accreditation” document draft.)
2. Reconstitute Fiscal Integrity Accreditation subcommittee by February 1 – completed. Subcommittee has met four times recently.

3. Ensure subcommittee are meeting on a regular basis – Subcommittees 1 and 4 are meeting, subcommittees 2 and 3 have essentially completed their work, but subcommittee 5 is not meeting because important planning work needed to be completed first. Now that planning processes have improved significantly, the subcommittee will resume meeting.
4. Ensure all departments/programs/units submit high quality program plans – plans have improved and there will be a follow-up meeting in fall to continue improvement. Not all plans are “high quality” yet, partly due to many plans having been rolled over from the previous year(s).
5. Schedule and host a Compton Planning Summit – completed.
6. Schedule an Accreditation Summit in fall 2012 – ASC discussed and tentatively scheduled this summit for Tuesday, October 30 starting at 1pm.
7. By July 15, 2012, Academic Affairs will provide a status report on SLO and Program Reviews – completed. See recent Barb’s reports to the ECC and CCCD Boards of Trustees and emails from Michael Odanaka to faculty for details.

Subcommittee reports

Subcommittee IV: Financial Integrity

JoAnn Higdon distributed an updated assessment of the Sound Fiscal Management Self-Assessment Checklist, incorporating the subcommittee’s responses to concerns raised at the previous ASC meeting. Item #11 was changed from a “Yes” to an uncertain status. The next step for financial integrity to is review the 5-year financial plan (a.k.a. “the grid”).

No other subcommittee had reports to share.