

Accreditation Steering Committee Meeting May 2, 2008 Summary

Present: Berta Harris, Carol Dexheimer, Dottie Cordell, John Markley, Julie Barnes, June Cressy, Kathy McGinnis, Lori Erreca, Mary Benard, Peter White, Roberta Alexander, Randy Barnes, Ron Manzoni, Salley Deaton, Sandra Pesce, Xi Zhang, Gerald Ramsey

Absent: Bill Grimes, Clemente Valdez, Marilyn Harvey, Jaime Estrada

1. Review and Corrections of Notes from April 4, 2008 Meeting:

No corrections

2. District Coordination Meeting Report (White)

- a. The District is updating district-wide surveys for faculty and administrators, students, and staff. Standard co-chairs will receive electronic copies of the surveys. Please review and have suggestions ready for the fall meeting. Discussion ensued re: how to best administer surveys (i.e., online, in class, etc.) and concerns about length. It may be possible to have some City-specific questions.
- b. The District is asking each campus to compile a list of District documents that were used in the '04 self-study so that document needs can be updated and coordinated for the four entities (Continuing Ed and the colleges).
- c. Information needs—data, documents, and interviews—from all standards should be compiled so that City's team can take them to the end of September meeting. The District would like to avoid questions trickling in a few at a time, so please look at your entire standard and determine information you want to request.
- d. There was discussion of which SLO software the district might choose to purchase and that the decision needs to be made soon. Dotti and Peter will take a look at WEAVE online (the system CE has committed to) as well as the eLumen software system. They will follow-up at the District level.

3. Instructional Assessment Committee Report (Cordell, Harris)

- o In the past month the co-chairs of IAC have completed the ACCJC report to WASC/ACCJC on City College's Progress in course level, program level and institutional assessment. This year's report included more detail as we drilled down to the certificate and degree level. Additionally, the co-chairs, with IAC support, are in process with writing the institutional level assessment projects which we need to capture in our Six-Column Model.
- o Plans are underway for updating the City College IAC website.
- o IAC co-chairs have received drafts of SLO language for Accreditation District surveys and will provide feedback and revisions.
- o Continued work on District-wide analysis of SLO software.

4. Status re: Recommendations, Planning Agendas and Tasks (Deaton)

Salley Deaton reported that the President's Council is reviewing which planning agenda items tasks from the 2004 self-study have been completed, and which need to be addressed. Salley will send the tasks out to the standard subcommittees for you to review for accuracy of the statements.

5. "A Note on Style" for the descriptive summaries (Alexander)

We reviewed the format of the last self-study and discussed the disadvantages of clustering descriptive statements, followed by a long response. We decided that we will write the self-study with an eye toward making the response to each descriptive statement clear and easy to find. Often that will mean responding to one statement at a time; at other times it will be more reasonable to "cluster" the statements. This question of "style" will be revisited in the fall.

6. Meeting Schedule for fall 09

The meetings will be held the first Friday of each month: September 5, October 3, November 7, and December 5.

7. Reports from Standard Co-chairs

Standard I: Institutional Mission and Effectiveness

Standard I had a short meeting following the Budget Development meeting on 4/23/08. The Committee reviewed and approved a grid that shows where the Mission statement comes up in the various standards. The exercise had an added benefit – pointing out the need to change some wording on the Mission statement and identifying activities that need to be addressed in the next planning, review, assessment, and resources oversight cycle.

Standard II: Student Learning Programs and Services

a) Student Learning Programs

The Standard IIA committee met for an orientation of members on April 11, 2008. Our agenda included an overview of the four accreditation standards, the self-study process and the City College accreditation timeline. We reviewed the themes and committee members chose sub-sections of the Standard to focus on for their research and study starting in the fall. Committee homework is to read the Focused Mid-term Accreditation Report sections that included Standard IIA which was provided and to review the last self study.

b) Student Services

Members met on Friday, April 25. Among the agenda items for discussion were: a) accreditation overview/timeline, b) review of 2004 self-study, c) planning agenda items and midterm report follow up, and d) next steps. The members are forming writing teams and have opted to have regular summer meetings to start writing the first draft. The next meeting will include training on Wiki.

c) Library and Learning Support Services

First general meeting took place on Monday, April 14th at 2:00 p.m. in R-108, and was well-attended with seven invitees present; more representatives still needed from student and staff constituencies. Representatives from more campus learning support service areas will be contacted for information and/or membership. Discussed the self-study process, historical documents regarding the 2004 self-study (posted on the wiki), and the logistics for organizing, editing, and collecting data for the current self-study. Updated wiki information. Meanwhile, the LRC distributed its SLO survey the week of April 14th so as to gather student reaction data.

Standard III: Resources

Standard III has submitted to the District questions we feel we will need answered in the areas of Human, Physical, Tech, and Financial Resources:

Human Resources

1. What is the breadth of advertising for vacant Faculty, Classified, and Administrative positions?
2. How are minimum qualifications verified for newly hired positions?
3. How is the "equivalency" of non- U.S. degrees validated?
4. How and how often does HR assess the measurable diversity of the current work force, by site, and share that info with the site?

Physical Resources

1. Does Facilities Services do a "self evaluation" of services provided?
2. How are on-going costs (e.g. Maintenance, Custodial, utility) estimated and provided for, for new construction?

Technology Resources

1. What is the role, and the accomplishments of the District-wide IT Council?
2. What is the emergency backup in case a local incident takes a campus off line?

Financial Resources

1. Please provide narrative on how long-term liabilities and obligations are planned for, including debt, health benefits, insurance costs, building maintenance, etc.
2. Please outline insurance coverage, including self-insurance.

We have met as co-chairs and delineated standard components into those which we feel should be addressed by a Standard III team member, a pair of individuals, or a small sub-committee. This determination was based upon the detail and work anticipated in each standard component. At our next meeting 5.16.2008 we will apprise the committee of the components and then assign given sections. This meeting will also entail a review of the rubrics used by ACCJC to score us on various parts of the standards, together with a review of the template survey instruments distributed by the district. Feedback on these instruments will be needed by the district in fall, 2008.

Standard IV: Leadership and Governance

The Standard IV Leadership and Governance Committee met for the first time on April 11th. Thirteen of the fourteen members attended. The group discussed efforts that were underway to meet the recommendations from the 2004 accreditation. Concern was expressed that classified staff need to be involved in campus-wide discussions about accreditation. It was proposed that the committee meet monthly during the fall and spring semesters.

8. Items to follow up

- A. Accreditation Update will be added to President's Council agenda.
 - 1. Website updating across the board
 - 2. Publications updating (example mentioned: Faculty/Staff Guide)
- B. Accreditation Update in the Faculty/Staff Bulletin