



Accreditation Steering Committee

November 14, 2017 | 1:30-3:00 p.m. | 1690C

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Accreditation Steering Committee

Members Present (voting):

Tim Druley, Archivist
Tina Inzerilla, Faculty
Rajinder Samra, Researcher
Don Miller, Vice President

Members Present (non-voting):

Members Absent:

John Ruys, Faculty Lead

Meeting Guests:

1. Call to Order
The meeting was called to order at 1:35 p.m.
2. Review and Approval of Agenda
The agenda was approved by consensus.
3. Review and Approval of the Minutes of October 10, 2017.
The minutes were approved by consensus
4. Visiting Team College Recommendations
 - Recommendation # 7: staffing and space needs as well as the hours of operation of the Library, Tutorial Center and the Reading and Writing Center.

Tina Inzerilla had two meetings with the task force to discuss recommendation 7. (In attendance were Tina Inzerilla, Angela Amaya, and Richard Dry who filled in for Megan Swanson. Absent were Pauline Trummel, Mike Schwartz, and Don Carlson).
Items discussed: They would like to increase the results from the survey (Library currently 78% - would like it to be 90-95%; RAW is 61% - would like it to be 71-80%. Increase hours of library – market change when there was Saturday hours (cost of \$25K/year – has been included in Program Review); RAW Center says they would like to be open an extra two hours a day (cost of approximately \$14K/year).
Mr. Samra will provide some analysis in terms of the survey.
 - Recommendation #1: mission statement
This was discussed at the Institutional Effectiveness Committee. Mr. Samra discussed his experience at a training where they talked about interpretation. It was confirmed that it means more than the mission statement - it means the values and goals. He brought it forward to College Council and suggested we go back and include student population and use a glossary of terms – the committee agreed. Another idea is to have hyperlinks (anchoring) and/or hovering. Other ideas: having it on our meeting templates, link to their goals in Program Review, review at the beginning of the year at committee meetings.

5. College Action Plans:

- College Action Plan 1b: Continue to provide regular staff development opportunities focused on the assessment of SLOs, in prioritizing the engagement of part-time faculty.

“Continue to provide regular staff development opportunities focused on assessment of SLOs, in prioritizing the engagement of part-time faculty” – flex day training, SLO Liaisons, Scott Vigallon does this training; it’s in the PT faculty contract. Mr. Samra will follow up with John Ruys.

- College Action Plan #5: Physical Resources

Update - Karen Spirn, Katie Eagan, and Scott Miner met and will meet again soon; Ms. Spirn and Ms. Eagan will take the lead on addressing the instructional equipment part. Mr. Samra was invited by Mr. Vigallon and will attend the RAC meeting on November 20 to talk to the committee about the plan. Mr. Druley spoke about the “Service Now” tool and how it can track the technology equipment. Steve Gunderson works on it now but the District IT will also.

6. General Updates Regarding Interpretation of Accreditation Standards

Don Miller received training at Cypress College in early September. He had also taken the ACCJC one-day training in April. Some content of the training: Focus was on what the standards mean; there were situational discussions; information needed to verify standards; following through on what standards actually say; the focus was that the ACCJC is not out to get anyone but here to help you improve.

Part of the charge is to do training so perhaps this can be done on the next flex day.

7. District Action Plans and Visiting Team District-Wide Accreditation Standards

Roanna Bennie through SLT asked how do we work on these actions plans. Krista Johns said there would be a group at the district and she will provide a timeline by the end of the semester. Mr. Samra will follow up with her. Both colleges need guidance but we are a little ahead of Chabot. There’s a perception to wait but we need to act.

There was further discussion on the four items under this section.

8. Good of the Order

None

9. Adjournment 2:50 p.m.

Next Regular Meeting (December 12, 2017)