



Accreditation Steering Committee

March 16, 2018 | 10:00 a.m. – 12:00 p.m. | Room 1687

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):

Don Carlson, Dean
Tim Druley, Archivist
Tina Inzerilla, Faculty
John Ruys, Faculty Lead
Rajinder Samra, Researcher

Members Present (non-voting):

Members Absent:

Meeting Guests:

1. Call to Order
The meeting was called to order at 10:16 a.m.
2. Review and Approval of Agenda
The agenda was approved by consensus.
3. Review and Approval of the Minutes of February 15, 2018.
The minutes were approved by consensus.
4. ACCJC Midterm Report Elements and Timeline
John Ruys stated he will be taking on the role as ALO. He provided a handout with his notes for the midterm report. Interim Vice President David Johnson will be taking on recommendation 8. Ruys reviewed the midterm report timeline with the committee. Google drive will be used to write the report so it can track changes. Tim Druley also added that the District pays for the document management "Smartsheet" but we don't use it. Also we get a free Office 360 account.

Ruys met with Interim President Bennie and they discussed release time for fall and spring 18 (fall – 6 CAH and spring – 5 CAH). Most of the writing will be summer and fall (see handout page 4). Ruys discussed lead people involved and their responsibilities.

We also need to work on mapping the new standards, and discussing where to store documentation and when to meet next year.

We might want to encourage committees linked to recommendations and action plans that as they are reviewing their charge, they should make sure there are things in it about training faculty; and this links to SLOs to improve quality. This will show that they are working to improve processes. We could provide some sort of script to the committee like "Please consider accreditation as you are reviewing your charge..."
5. Expanded Committee Structure and Work Plan
Committee members
We have already added Don and David to the committee.

Ruys (as ALO) will begin preparing the agenda starting next meeting. It was a general consensus that there is no need to expand the committee even more unless someone has too much work to do.

6. ACCJC Midterm Report Data Reporting Form

Samra discussed the Midterm Report Data Reporting form with the committee, and the differences from the Annual Report. The Annual report seems to change regularly.

Ruys discussed the SLO Annual Report information received from Scott Vigallon. One recommendation from the SLO committee is that they will need an SAO liaison for fall semester; we need someone in the position for a year to make long-term plans. The SLO committee is concerned about the way we currently measure our SLOs, so they are debating a couple of different options in order to be more valid.

7. Report Out Regarding Status of Action Plans and Recommendations

Committee members continued from last meeting to address each standard assigned to them and discussed their challenges and progress in terms of action plans and recommendations.

Druley created a draft response for recommendation 3. He will send it out to the committee to review and provide comments next meeting.

8. Report Out – District Accreditation Coordination Council

Samra, Ruys, and Carlson attending the meeting. Samra thought it was a great opportunity to meet with the guest speaker Vice President Gohar Momjian. Samra learned from her that the colleges don't get sanctioned on the midterm report. Momjian talked about being an advocate to the colleges. She spoke of reviewing the college via their mission statement. She spoke about an online platform being made as they are moving to online reporting. Other accrediting agencies are already using it. Carlson is familiar with the software and shared his experience.

9. General Interpretation of ACCJC standards, including from Site Visit Observations

Ruys spoke about some changes to the standards: There's no longer a need to have something in faculty contracts about evaluating faculty based on SLOs. But since we have a recommendation about this issue, we still have to address it. ACCJC has suggested in the new language that there should be consistent, broad participation by faculty in SLO work but it does not have to involve every faculty member on campus. Not all faculty have to be involved in SLO work, but it should be spread across the college.

10. Previous Staff and Student Surveys

Samra will be doing student surveys in the fall (probably October). If you would like to add or change something let him know before school is out. He is thinking about doing a short survey during Convocation or College Day. Deadline – May 1 to return to Samra. You can write on the survey, scan and email or provide him a hard copy.

11. April and May Meeting Dates/Times

April 19: 3:30-5

May 4: 3 – 4:30 p.m.

12. Good of the Order

None

13. Adjournment 12:00 p.m.

Next Regular Meeting: April 19: 3:30-5