



# Accreditation Steering Committee

November 27, 2018 | 3:30 – 5:00 p.m. | Room 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:

Don Carlson, Dean (via phone)  
Tina Inzerilla, Faculty  
John Ruys, ALO  
David Johnson, Interim VPAS  
Rajinder Samra, Researcher

#### Members Absent:

Tim Druley, Archivist

#### Meeting Guests:

1. **Call to Order**  
The meeting was called to order at 3:32 p.m.
2. **Review and Approval of Agenda**  
Additions to the agenda:
  - Accreditation SurveyAgenda approved by the committee with added item. (Inzerilla/Samra)
3. **Review and Approval of the Minutes of October 16, 2018.**  
Minutes were approved by the committee. (Inzerilla/Johnson; one abstained)
4. **Accreditation Survey**  
Samra shared information and led the committee in discussion concerning the draft survey. The survey is related to facilities (physical resources). Samra attended the Facilities Committee meeting to get some feedback from them. He is thinking to reframe the survey in terms of usage; he will rework and bring it back to the committee for review. He will also revise the name to add "physical resources" and use feedback from today to make other revisions.
5. **Substantive Change Report**  
Ruys stated that he had a long discussion with Gohar Momjian and Stephanie Droker of ACCJC. Droker phoned into the Distance Ed Committee meeting and presented the guidelines. There are no clear lines about at what point do we send distance education programs through the substantive change process. The rule is when you have a majority of courses offered online, then they go through the substantive change process. If there is no sufficient contact between the instructor and the online course students, the Department of Education automatically treats it as a correspondence course; these type of courses have to be individually approved by ACCJC. So it's only a problem when a majority of our online courses don't meet the requirement for contact hours for faculty and students. If 75% or more of your program courses are offered only online, then we would go through the process.
6. **Update on Mapping Standards to Workgroups**  
Ruys reported that he has attended many committee meetings to discuss the standards; there are a few changes based on feedback from these

committees. College Council believes standard 1.B.7 should go to IPEC. They also requested to have an end of the year wrap up or evaluation.

College Council believes standard 1.B.9 should go to the Program Review and SLO Committees.

IPEC suggested that III.D.2 should go to College Council. Ruys will inform them at the next meeting.

Ruys reported that Druley is looking at alternative document management systems for capturing evidence. The District is on hold in this area until the Banner upgrade is complete.

Ruys will follow up with other committees.

Feedback forms will be due back by the beginning of April 2019.

### 7. Update on Midterm Report

Marie Smith, an ACCJC Consultant for the District, will be here in for a meeting in room 2411A on Thursday, November 29. Carlson will send the committee an email with more information.

Data for midterm report: Draft due to District in February.

The committee engaged in more discussion and review of the college recommendation standards. Ruys stated that we have completed about 32 of the 45 standards so far. He asked that members of the committee please read over sections and make changes as needed.

### 8. Good of the Order

Registration for the ACCJC conference in spring opens next week. Carolyn Scott will register Ruys and Carlson for the conference.

### 9. Adjournment 4:50 p.m.

Next Regular Meeting: Tuesday, January 15, 2019 at 3:30 p.m., room 1690C