



# Accreditation Steering Committee

October 15, 2019 | 3:30 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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### College Enrollment Mgmt. Committee

#### Members Present:

Kristina Whalen  
John Ruys  
Tim Druley

Support: Carolyn Scott

#### Members Absent:

Tina Inzerilla  
Rajinder Samra

#### 1. Call to Order

The meeting was called to order at 3:40 p.m.

#### 2. Review and Approval of Agenda

Whalen/Druley; committee approved with the addition of item 4 (Addressing the Planning Priority) requested by Rajinder Samra via email.

#### 3. Review and Approval of Minutes of April 16 and September 17, 2019

Whalen/Druley; committee approved

#### 4. Addressing the Planning Priority in 2019-20

VPs Whalen and Garcia are requested to present the plan for addressing the Accreditation Planning Priority for the academic year, at the November 14 IPEC meeting (according to email received from Rajinder Samra). It's the first planning priority seen on the left column of the agenda and minutes templates.

Committee members had a discussion about how they might address the integration of the standards, noting what has been done, what is currently being worked on, and what should be completed in the future.

Some comments:

- Language of accreditation (ACCJC standards) added to all committee charges; most have already done this.
- Identify standards that intersect with processes that may have to change. Are there processes that need to change due to a standard being embedded in the charge? Have committees look at and discuss this. Some have already started doing this during the mapping process in fall 2018.
- List policies as a starting point (APs/BPs)
- Maybe enlarge this committee.
- We could invite committee chairs to this meeting (make a revolving schedule) to focus on the accreditation aspects of their committee. We can start doing this for the next two meetings.
- We've started the process of "training committees and office staff..." and received feedback from almost all standard owners.

#### 5. Review of Membership

We do need to have more people from other committees in these meetings. We need to clarify the right time to invite them. They need to be in our training sessions (April 30), but not necessarily in every meeting. We should announce it this semester so we can start to plan; organize their ability to help us scoop up evidence. Give them a heads up about our March accreditation meeting, in advance of spring training.

- 6. Review of District Comments to Midterm Report**  
After review and discussion we ended up not making the few requested edits. Tim Druley helped a lot with converting the report to PDF and making all the evidence links.
- 7. Review of Substantial Changes**  
VP Whalen met with Scott Vigallon and he wanted to know what the time table is for submitting substantial changes, especially as related to Distance Education. He specifically wants to know if he can submit changes once every 6 months or every year for example. Gohar clarified by stating a change should be submitted “as it happens.” So Scott should complete the inquiry form after curriculum and/or distance education meetings.
- 8. Follow-up of Spring ISER Training**  
A follow-up call is being planned to discuss the way the ISER training will roll out (hopefully to narrow down the times). The expanded committee should be in the training as well as college presidents and lead writers for the standards. We might take a look at Chabot’s list to see who is coming to get an idea.
- 9. Collection of Evidence for Fall 2019**  
We want to have concrete steps on how and where we collect the evidence. For example, collect evidence for the standards at the end of the semester, rather than collecting it as we begin to write. Tim is okay with linking things as long as he knows the relevant standard. John has asked that evidence be sent to Tim and the document that contains what they’ve done so far should be sent to Carolyn to keep track. Then the document can roll out to the lead writer or committee chair to reflect on.
- 10. Standard Mapping List**  
John reviewed and updated the list. Some standards were reassigned to others. And in some cases the same standard is going to multiple groups. Emails were sent out to the last few groups today. The only ones not yet sent out are the District ones – we should coordinate with Chabot. John will send out the updated list for everyone to review.
- 11. Adjournment – 4:47pm**  
**Next Regular Meeting:** Tuesday, November 19, 2019 at 3:30 p.m.

For the next meeting: Look over lists of primary and secondary standard owners