



# Accreditation Steering Committee

February 15, 2018 | 3:30-5:00 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 3:36 p.m.  
Mr. Samra welcomed Don Carlson who has volunteered to take on District Recommendations. Dean Carlson has extensive experience with accreditation.
- 2. Review and Approval of Agenda**  
The agenda was approved by consensus.
- 3. Review and Approval of the Minutes of December 12, 2017.**  
The minutes were approved by consensus
- 4. ACCJC Letters and Due Date for Midterm Report**  
Mr. Samra explained the mix up with the dates and letters received from ACCJC. Kelly Abad has been in touch with ACCJC and will let us know the actual due date of the midterm report. The best guess is that it is in October 2019.
- 5. Report Out Regarding Status of Action Plans and Recommendations**  
Committee members addressed each standard assigned to them and discussed their challenges and progress in terms of action plans and recommendations.

Comments from committee members:

**John Ruys:** The SLO committee will talk about things that are done to continue to educate new faculty, and how they interact with new faculty, and how they will continue to move forward with SLOs and access them. SLO liaisons will talk about faculty workshops being offered; they will talk about the "train the trainers" model where liaisons will train coordinators who will then train their part-time faculty. They will also talk about the importance of having SLO on the syllabi.

**Tim Druley:** As a college we need to work on our content management system; with OMNI update we will be able to give individuals access to update their own content which should resolve some of the issues of outdated content; other comments regarding updating navigation, providing search tools, social media module, catalog.

**Rajinder Samra:** Had questions so he attended the Facilities Committee; he set up a couple meetings with Scott Miner to help talk him through and was able to speak with the committee to discuss concerns. We can use student and staff surveys as tools for information. He will continue to work with the committee to move them along.

Regarding Instructional Equipment, he's thankful that C. Eagan and K. Spirn are taking it on; he will follow up with them.

**Don Carlson:** Has extensive experience with accreditation and has used their software which can make things easier. He will be going to ACCJC training in a couple weeks.

**Tina Inzerilla:** Library – hoping to build a quality book collection but this will take several years; incorporate a 24/7 chat service which rolls over to another college when we are not available.

### 6. District Accreditation Coordination Council

Mr. Samra stated that this council is being established to calendar report completion, coordinate District Office activities, and facilitate handling assured items. They would like a couple of people from each college and the District. The first meeting is on Feb 28<sup>th</sup>. The guest speaker is vice president Gohar Momjian from the ACCJC.

### 7. Fall 2018 Staff and Student Surveys

These are shorter than the accreditation surveys. It's not confirmed but we'd like to make these available for College Day and Convocation. If there is anything you need that is related to your accreditation action plan reporting, let Mr. Samra know and it can be added to the surveys. He will email everyone with blank surveys from the previous time to give an idea and sense of what was asked last time.

### 8. Development of Accreditation Timeline

Mr. Samra hopes by next meeting to have feedback regarding timelines after the Accreditation Coordination Council meeting.

### 9. Next Meeting Topics

Send all agenda items to Mr. Samra for the next meeting.

Dean Carlson requested a report out of Accreditation Coordination Council and discussion of surveys.

### 10. Spring 2018 Meeting Dates/Times

To be determined

### 11. Good of the Order

Ms. Inzerilla is going on an accreditation site team visit to Feather River on March 11- 15, 2018. She has had the training and thought it was good.

### 12. Adjournment 5:00 p.m.

Next Regular Meeting: TBD