



Accreditation Work Group
Minutes for Friday, February 21, 2020

12:00 p.m. to 2:00 p.m.

Communication Building, Room 103

Meeting Participants

Committee Members Present

Annebelle Nery (administrator co-chair), Chris Jones-Cage (faculty co-chair), Crystal Loudon, Daniel Martinez, Jeff Baker, Jermaine Cathcart, John White, Kim Dozier, Liliana Casas, Marissa Banuelos, Mark Zacovic, Sarah Fry, Sheri Willis, Tony Castillo

Committee Members Not Present

Brandon Toepfer, John Ramont, Yazzmine De Leon

Guests

John White, Kim Dozier, Mark Zacovic

Recorder

Jeff Larson

Meeting Minutes

1. Call to Order

- The meeting was called to order at 12:35 p.m.

2. Action Items

2.1 Approval of Agenda

- The agenda was approved as presented.

2.2 Approval of October 26, 2018, Minutes

- The minutes of October 26, 2018, were approved as presented.

2.2 Follow-up Items

2.2 Task of

2.2 Due by

2.2 Follow-up Items	2.2 Task of	2.2 Due by
Upload finalized minutes on Accreditation webpage	Jeff Larson	02/21/2020

3. Information/Discussion Items

3.1 Compliance Found and Accreditation Reaffirmed for Remainder of Cycle – June 2019 Letter

- The correspondence received from ACCJC was distributed to the members.
- The letter is [posted](#) on the Accreditation webpage.
- The next report for the college is the Midterm Report, due October 2021, and the next comprehensive review will be during fall semester 2024.

3.2 Guidelines for Preparing Institutional Reports to the Commission

- The publication was distributed to the members.
- It is [posted](#) on the Accreditation webpage.
- Dr. Nery reviewed the relevant sections of the guidelines that pertain to preparing a Midterm Report.
- She also pointed out that item 6B (page 5 of the document) regarding Student Learning Outcomes and Institution Set Standards is new.
- Items 6C (regarding Quality Focus Essays) and 6D (regarding Fiscal Reporting), both found on page 6 of the document) are also new.

3.3 Midterm Report

- The draft of the Midterm Report was distributed to the members.
- Dr. Nery reviewed the draft with the members. The college identified four areas of improvement to improve its alignment with Accreditation Standards. Section 5 of the Midterm Report reports progress on these self-identified improvement plans for Standards I.A.3, I.B.3, II.A.3, and III.A.5.
- Dr. Nery walked the members through the college's progress on each of these four areas. Members discussed the information in the draft and offered input.
- Sheri Willis stated that Colleague can be utilized to provide an electronic tool to assist in tracking employee evaluations.
- The Midterm Report will include responses to the three recommendations for improving institutional effectiveness: ensure institutional mission, goals, and planning priorities are linked to resource allocation; ensure a broader understanding among college constituents of institutional metrics and how they measure progress in accomplishing the college's mission and strategic goals; and complete the implementation of its employee evaluation tracking process and associated training.
- Dr. Nery reviewed the Standards assigned to members of the work group. Writing will take place in earnest, beginning summer 2020 and throughout the 2020-2021 academic year. The goal is to submit the Midterm Report by summer 2021, although it is not due until October 15.
- The following work group members indicated an interest in being assigned to an Accreditation Site Visit Team: Crystal Loudon, John White, Jermaine

Cathcart, Sheri Willis, Kim Dozier, Chris Jones-Cage, Tony Carrillo, and Marissa Banuelos.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
Utilize Colleague communications management process to track employee evaluations	Mark Zacovic/Sheri Willis	Spring 2020
Send SLO responses to the work group	Jeff Larson	March 2020
Spring Institution-Set Standards work by Data Evaluation Subcommittee	Jeff Larson	Spring 2020

3.4 Quality Focus Essay

- The Quality Focus Essay section from the 2017 Institutional Self-Evaluation Report (ISER) was distributed to the members.
- The Outcomes and Assessment Committee has provided an updated timeline for Action Project 1. This updated timeline will be used in the Midterm Report.
- Student Learning Outcome assessment has increased from 64 percent in October 2019 to 96 percent as of last week. We are required to have 100 percent compliance, and are on track to achieve it and thus avoid receiving a warning from the Commission.
- Dr. Nery reviewed Action Project 2 with the members. It pertains to professional development for faculty, staff, and administrators. Although we are a bit behind on the timeline, work to accomplish this project is well underway.

4. Adjournment

- The meeting adjourned at 1:17 p.m.

Next Meeting

To be determined