



Accreditation Committee		
MINUTES FOR Friday, May 13, 2016	12:00 p.m.	Public Safety Academy building, Room 18
Members Present:	Annebelle Nery (Co-Chair), Bert Bitanga (Co-Chair), Courtney Doussett, Joel Kinnamon, Kelly Hall, Kim Dozier, Lisa Howell, Wendy Sanders	
Members not Present:	Daniel Martinez, Donna Greene, Leslie Young	
Guest(s):	Amanda Phillips, Daniel Aucutt, Diane Wirth, Gene Durand, Jeff Baker, Jeffrey Salas Arellano (ASCOD), John Ramont, Jon Fernald, Lisa Soccio, Pamela Ralston, Sheri Willis, Stella Baker	
Recorder:	Mary Lou Marrujo	

AGENDA

1. Call to Order/Roll Call – Quorum was met.			
2. Action Item(s)			
2.1 Approval of Agenda			
DISCUSSION			
CONCLUSION	Approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 Approval of March 4, 2016 Minutes			
DISCUSSION			
CONCLUSION	Approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. Information/Discussion Item(s)			
3.1 Introduction of new members			
DISCUSSION	Annebelle Nery introduced Pamela Ralston, the new Vice President of Student Learning. Annebelle advised that Pamela will be stepping in for Jeff Baker on Standard IV.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 Progress Updates			
DISCUSSION	Updates for each standard were reported. Everyone continues to collect data and will begin integrating outlines within each group.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.3 Review of Master Timeline			
DISCUSSION	Bert Bitanga reminded everyone that the Standard ISER draft is due to the editor on July 29 th ; a critical date.		

	<p>Many are working to complete their draft by the end of May (the end of the semester). Please forward those outlines to Annebelle and Bert.</p> <p>In the fall, we will begin the vetting process to give us time to circle the draft among all constituents. We hope to have a final draft by the end of fall.</p>
CONCLUSION	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE DEADLINE
3.4 ACCJC recommendations for the Napa Valley ISER	
DISCUSSION	<p>Annebelle advised that a significant amount of the Standards have changed, so because of that, we no longer have the previous recommendations we wrote on, nor the previous planning agenda items.</p> <p>Annebelle recommended that everyone review Napa Valley Community College's ISER report as a resource because it will reflect the new model.</p>
CONCLUSION	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE DEADLINE
3.5 Topics for Quality Focus Essay	
DISCUSSION	<p>Bert Bitanga recalled discussing the QFE (Quality Focus Essay) at previous meetings. Using the format of a QFE, we will need to identify two or three "action projects" for further study and action that have good potential for improving student outcomes. More detailed information is on the accreditation website under "resources." Now that we're understanding our Standards more, he asked if anyone had any ideas on areas to focus on.</p> <p>Two suggestions are:</p> <ul style="list-style-type: none"> • Access to student services, particularly for distance education and off campus. • Access to library services at education centers.
CONCLUSION	<ul style="list-style-type: none"> • Pamela, Annebelle and Bert will work on a draft QFE.
FOLLOW-UP ITEMS	PERSON RESPONSIBLE DEADLINE
3.6 Accreditation Newsletter	
DISCUSSION	<p>Kim Dozier suggested we create an Accreditation Newsletter. She presented a mock-up of what it could look like. The newsletter would include information on the upcoming accreditation to share with campus staff and students.</p>
CONCLUSION	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE DEADLINE
<ul style="list-style-type: none"> • Kim will email a copy of the draft newsletter to Mary Lou, who will then forward to the committee to review over the summer and provide feedback. • Send newsletter template to Katie Chartier or Sai Vang to put it on a brand template. 	<p>Mary Lou Marrujo</p> <p>Kim Dozier</p>
4. Adjournment: 1:17 pm	
NEXT MEETING: TBA	