**Accreditation Steering Committee Meeting**

**Minutes, September 4, 2013**

**Attendance:** Adrian, Lori; Aistrich, Darian; Berggren, Gayle; Cant, Dave; Daniel, Maribeth; Groot, Joycelyn; Halvorson, Mary; Holliday, Ann; Jones, Nancy; Lockwood, Frederick; Lopez, Vinicio; Lovig, Margaret; Melby, Laurie; Nash, Bob; Nguyen, Christine; Rodriguez, Vince; Ramirez, Nancy Rothgeb, Helen; Sacket, Wendy; Sanchez, Jorge; Stewart, Cheryl; Wilkerson, Lois

Dr. Rodriguez reported that while we are on warning status, we are still accredited and that students need to be made aware of this.

Dr. Adrian reported that the District recommendations would be addressed by teams from each of the colleges working with District employees. Our college would be represented by previous Accreditation Standard Four chairpersons, Ann Holliday and Margaret Lovig; Dr. Pedro Gutierrez, Academic Senate President would join them. This will allow the report to have college input.

Vince Rodriguez provided a handout titled *Accreditation Commendations/ Recommendations*. The handout summarized all college commendations, district recommendations, commission recommendations, and college recommendations. Page three of the handout provides a chart listing each recommendation, action improvement plans, and who is the responsible committee/person for each recommendation. The handout can be obtained from the Office of Instruction.

District Recommendation 5 (District participative processes with Coastline) was not specifically mentioned in the College warning letter from the Commission, so, according to Vice Chancellor Serban, it doesn’t need to be addressed until the Mid-Term Report.

Vince Rodriguez recommended that teams be assigned to each recommendation to begin writing the report. Only the members who worked on the Standards that were related to the June 2013 recommendations were asked to work on the Follow-Up Report. Additional College staff and faculty with expertise in the recommendation areas were suggested to assist in responding to the recommendations.

**Staff, Faculty and Administrators Who Were Identified to Respond to Accreditation Recommendations**

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| **Recommendation** | **Members on Writing Team/Job Title** |
| **1: Developing Institutional Effectiveness Measures** | *Jorge Sanchez*, Dean, Research, Planning and Institutional Effectiveness  *Rick Lockwood*, Professor, Business |
| **2: Systematic Review of Planning and Allocation** | *Vince Rodriguez*, Vice President of Instruction and Student Services  *Cheryl Stewart*, Librarian  *Wendy Sacket*, Electronic Media Publishing Project Coordinator |
| **3: Student Services and Administrative SLOs** | *Gayle Berggren*, Professor, Psychology; SLO Coordinator  *Ann French*, Staff Assistant Senior, Office of Instruction  *Vinicio Lopez*, Dean, Instruction, Le Jao |
| **4: Program Review Integrated into Planning Allocation** | *Nancy Jones*, Dean, Instruction, Garden Grove  *Dan Johnson*, Professor, History  *Helen Ward*, Staff Assistant, Counseling |
| **5: Ensure a Sufficient Number of Full-Time Faculty** | *Vince Rodriguez,* Vice President of Instruction and Student Services  *Lori Adrian*, President  *Christine Nguyen*, Vice President, Administrative Services |
| **6: Ensure Systematic Personnel Evaluation** | *Ken Leighton,* Professor, English  *Helen Rothgeb*, Director, Business Services, Fiscal Services, & Personnel Services  *Nancy Ramirez*, Administrative Assistant to the V.P. Instruction & Student Services |

The following dates were established for Recommendation drafts to be submitted:

September 27: First outline

October 11: First draft

November 1: Final draft

Drafts and documents should be submitted to Nancy Ramirez. Daniel Pittaway, English faculty member will make the final edits.

Future dates established for the Steering Committee to meet: October 22 and November 13.