

Accreditation Response Team Meeting

Wednesday, March 18, 2009, 2:00 p.m.

Room A214

Minutes

Present: Andrea Rivera Ringo, Angie Tomasich, Belen Torres-Gil, Delmira Miovsky, Howard Kummerman, Joanna Downey, Karen Koos, Katie O'Brien, Lisa Sandoval, Loretta Canett-Bailes, Marie Eckstrom, Matt Koutroulis, Paul Parnell, Russell Castañeda-Calleros, Sally Willsey, Susan Herney, Teresa Dreyfuss, Walter Jones

Call to order - meeting was called to order at 2:40pm

Approval of Minutes – Copies of the minutes from March 3, 2009 were distributed and approved as submitted.

Chairs Identification – Each Committee identified its chairperson as follows:

Co-chairs of the Accreditation Response Team will be Katie O'Brien and Joanna Downey.

1. Institutional Effectiveness - Howard Kummerman
2. Student Learning Outcomes - Matt Koutroulis
3. Student Support Services - Henry Gee
4. Human Resources - to be determined
5. Leadership - Russell Castaneda-Calleros
6. Governance - Ted Martinez, Jr.

Accreditation Website – JoAnna and Katie discussed the need to enhance the Accreditation Website in such a manner that progress can be posted in a clear and concise manner. All agreed to have Kevin Luong work on the needed changes.

Meeting schedules - Each chair discussed their scheduled meeting as follows:

Recommendation 1 – Howard's Office every 2 weeks on the
Wednesday @ 1:00pm

Recommendation 2 – 1st and 4th Thursday in the Board room

Recommendation 3 – Henry Gee & Loretta – 1st and 3rd Monday on the 3rd floor of the Library

Recommendation 4 – Pending, no meeting schedule established yet

Katie talked about PFC's discussion about "Ethics" **Error! Reference source not found.** and Russell – mentioned we must be careful, we are fulfilling WASC request in regards to recommendation IV. Paul Parnell we really need to look at the Diamond questions. Howard mentioned the process to develop the code is just as important as the code of ethics itself, suggested to have a couple of meetings and then go to WASC to make sure we are in the correct path. Susan read the Diamond question for Recommendation 4. Belen mentioned the importance of having faculty be a part on the policy making process

Recommendation 5 – meeting next Wednesday March 25 at 2pm in Dr. Martinez office

Recommendation 6 – Governance

Russell reported is meeting with the board this weekend.
He will also have a subcommittee meeting in Henry's office
Paul – mentioned they are trying to meet the 4th Wednesday of each month at 2:00pm

Grids - JoAnna mentioned the timeline and the grids are being posted in the P drive in the 2009-2010 Accreditation folder.

Katie – reiterated Howard and Belen's point to have a clear process so people can understand who was involved...Howard suggested listing it in the narrative as well.

Susan also suggested stating it in the supporting evidence section

Presentation and discussion of Timeline and Deadlines – JoAnna went over the timeline . Timeline will also be posted on the Accreditation Update Website as well as in the P Drive.

JoAnna and Katie will update the campus community
Katie & JoAnna will make it sound as one voice, then take feed back, make changes and present to CSEA, PFC and SENATE

Katie mentioned that College of San Mateo had summer work teams.

JoAnna - stressed that fact that the deadlines are vey important in order to get as much done by May

Paul – we need to show what had been done by September 15

Belen – suggested we should have 1 or 2 summer senate meetings. It is very important that faculty be informed

Howard – asked at what time you are sharing this info w/all the constituents

Katie – replied toward the end of the semester

Belen/Howard – so that everybody can see the progress, it is important to add monthly updates.

Russell – Dr. Martinez will be addressing the campus in April and in May

The possibility of establishing a discussion board on-line for the committees to share questions and concerns. Members should get an ID and password

Presentation of progress from each sub-committee

Recommendation 1. - Howard updated the new grid

Recommendation 2. – Matt went over his own timeline

His goal is to have one of this completed for each SLO questions

Main goal is to have a procedure in place and establish a quality control system by the end of the year.

It was suggested, that as new courses (or review) go thru curriculum they make sure they have a check.

All this has to go thru academic senate, and it has to comply with Title V guidelines. Matt will talk to Fran about this. Matt, Karen and Howard will be sending out another form.

Recommendation 3. – Loretta Canett-Bailes, said they updating the college catalogue, pursuant to WASC recommendations.

Recommendation 4. – Chair was not present

Recommendation 5. – the college is to create a survey and have it ready by May 1st

Howard – what was determined

Do an assessment

Doing a survey takes time

“employ methods” need to be clarified

(methods to assess campus climate)

Governance workshop for example?

We have things we have already done and now know it?

Russell – Planning a retreat

Have a couple of focus group

Katie – Dr. Martinez 6B

6A Governance manual - feedback

The next meeting will be April 8th at 2:30 pm. moved from April 1st due to Spring break. ART Meetings will continue every other week thereafter.

The tentative agenda for the next meeting is as follows:

1. Review Accreditation Website
2. Review ART Executive Summary
3. Review sub-committees meeting schedule
4. Present progress report from each sub-committee

Meeting adjourned at 4:00 pm