

## **Accreditation Response Team Meeting**

Wednesday, April 8, 2009, 2:30 p.m.

Room A216

### **Minutes**

**Present:** Andrea Rivera Ringo, Angie Tomasich, Belen Torres-Gil, Henry Gee, Howard Kummerman, Jose Zumaya, Karen Koos, Katie O'Brien, Lisa Sandoval, Matt Koutroulis, Paul Parnell, Rory Natividad, Russell Castañeda-Calleros, Sally Willsey, Susan Herney, Teresa Dreyfuss, Walter Jones

**Call to order** - meeting was called to order at 2:36pm

**Approval of Minutes** – Copies of the minutes from March 18, 2009 were distributed and the following corrections were requested:

- Time of the ART meetings to be until 4:00pm, just in case we need more time.
- In recommendation 2 correct the word “thru”, should be “through”.
- Russell objects to being listed as Chair, does not mind doing the work but objects to the title, Chair to be named.

#### **Review Accreditation Website –**

- While work is being done in the Membership Committee page, a statement should be placed stating it is under construction.
- Katie suggested membership should be confirmed before placing in the website. People who have not attended the meetings will be contacted to make sure they are still participating.
- Susan Herney, questioned where would be a good place for the President's letters, it was decided to be placed in the overview.
- Katie O'Brien, the question was raised to rename Executive Summaries to Monthly Executive Summaries

#### **Review ART Executive Summary –**

- Angie displayed the Executive Summary in the projector for everyone to see.
- Everyone agreed to keep using this same set up.
- A lot of information was received for Recommendation 1.
- Updates were actually received for Rec. 2 and Rec. 4. Nothing was received from 3, but that it all right, because all it is needed is to correct the college catalog.
- No updates were received for Rec. 5 and Rec. 6. However, Joanna Downey was able to gather information from previous e-mails to complete the Executive Summary for these recommendations.
- For April the expectation is that all committees submit an update. The floor was opened to discuss any issues preventing this from happening.
- Russell mentioned that Rec. 5 and 6A, definitely needs more members to do the work and attend the meetings. Belen volunteered to switch committees. Was asked

to be Co-Chair by Katie. Belen and Russell thought this would be a great idea. Also, Karen Koos said she would join Rec. 5 and 6A as well.

**Review sub-committees meeting schedules** - Each chair discussed their scheduled meeting as follows:

- Recommendation 1 – Howard’s Office every 2 weeks on Wednesday @ 1:00pm
- Recommendation 2 – 1<sup>st</sup> and 4<sup>th</sup> Thursday in the Boardroom
- Recommendation 3 – Henry Gee & Loretta – 1<sup>st</sup> and 3<sup>rd</sup> Monday on the 3<sup>rd</sup> floor of the Library
- Recommendation 4 – Pending, no meeting schedule established yet
- Recommendation 5 & 6A to follow
  - Paul – mentioned they are trying to meet the 4<sup>th</sup> Wednesday of each month at 2:00pm

**Review member roster for each sub-committee**

- We need Chairs and Co-Chairs to e-mail us a list of their members
- Katie will contact the members who have not been attending the ART meetings to check on their status.

**Presentation of progress from each sub-committee**

- Recommendation 1 – Howard mentioned there are making great progress, they have a lot of documents and are keeping track and collecting them, in order to provide the appropriate footnotes and backup information. He also stressed the fact that WASC wants evidence of the entire process from the beginning, and how all these processes were developed and implemented.
- Recommendation 2 – Matt showed in the projector, the timelines he has been working on since December. The idea is to change the software in such a manner as match the SLO reports with the planning software. The Timelines for Student Services areas are finished and developed a plan thru fall of 2011.
- Recommendation 3 – Susan requested the minutes to reflect that this recommendation has been completed. And the new college catalog will reflect the change of the website address to be moved to the front of the catalog.
- Recommendation 4 – Katie welcomed Rory Natividad, as the new Co-Chair for Rec. 4, along with Co-Chair Ted Preston, who was unable to attend. Rory said they are doing a lot of research and finding a lot of value and mission statements, but very few ethic statements. They are starting with the President’s values, since it is already accepted and approved by all the constituents.
- Recommendation 5 and 6 – There is a Board session this evening and a Board retreat coming up that will provide essential information to complete the monthly updates. Also the Governance Manual for this year is being finalized. Susan mentioned the importance of having people participating each year. Katie stated that she and JoAnna attended a special Board meeting, where it was explained to them our request for transparency, and they were very receptive about the grids. The Board saw that 6B is their part to be done and they are committed to report publicly.

### **Questions for WASC**

- Matt asked, whether we are supposed to have the hiring procedure in place by next October? Henry asked was the process wrong or was it not followed? Susan read the recommendation out loud...she thinks they are actually looking for certain safeguards to be inserted into the policy to avoid misconceptions and identify potential points of disagreement. Matt – basically what do they want and by when?
- Russell – In regards to “...college should employ methods to Assess Campus climate?” needs clarification. Howard asked the possibility of a general campus survey completed by October 15?
- Russell – does each committee in campus have to have a review process? And if so by when? Define review process? Will Minutes of the meeting suffice as supporting evidence?
- Paul added what documentation would they need to see that shows what we are doing when they come back.
- Matt, how do they want this documentation, on line with links or in paper form?
- What items need to be completed or do we have to be in the path?
- Katie – Code of Ethics deadline, show progress or finalized by October.

### **Review of dates and deadlines**

- Katie mentioned the possibility of doing a campus forum on Thursday August 20; flex day and potentially a summer meeting (Special Senate Session) on July 6. Dr. Martinez is interested in a campus wide forum before this meeting to report what has been done so far. This will include the March and April update.
- Angie reminded there is only one more meeting before the next update is due on April 24, 2009.

### **Adjournment**

- Meeting adjourned at 3:36 pm

The next meeting will be May 6<sup>th</sup> at 2:30 pm.