

Accreditation Response Team Meeting
Wednesday, May 6, 2009, 2:37 p.m.
Room A216
Minutes

Present: Andrea Rivera Ringo, Angie Tomasich, Belen Torres-Gil, Beverly Reilly, Henry Gee, Howard Kummerman, Karen Koos, Katie O'Brien, Lisa Sandoval, Marie Eckstrom, Matt Koutroulis, Paul Parnell, Rory Natividad, Russell Castañeda-Calleros, Sally Willsey, Sandra Rivera, Teresa Dreyfuss, Walter Jones

Call to order - meeting was called to order at 2:37pm

In order to become more environmentally friendly, minutes of the meetings and the agenda will be e-mailed ahead of time so whoever wishes can print their own copy.

Approval of Minutes – Copies of the minutes from April 8, 2009 were distributed and were approved with the following corrections:

- In Recommendation 2 - Correct title of document to read "Where Do Course SLO's Live?"

Sign in sheet – everyone signed in.

Review answers to WASC questions –

- Dr. Parnell read an e-mail from Mr. Jack Pond, sent in response to the phone conversation made in order to ask the ART questions to WASC. (See attached copy of e-mail from Mr. Jack Pond). Pursuant to the conversation it seems we are in the right track with our current course of action.
- JoAnna and Katie read out loud WASC responses (See attached copy of Answers from WASC)
- Grid Samples that include the diamond questions will be removed from the P: Drive to avoid confusion.
- Paul? We need to continue on, once we are reaffirmed less than a year and a half away by that time
- Howard asked, when the team comes to the campus around November 2009 will they look at just the things in the recommendations or everything else and will there be a report on how we are doing overall? Paul explained, it is a midterm, these six recommendations have to be met and the progress we said we were going to make have to be met as well. For example the planning by that time would have been through two cycles, and SLO would be in another level, etc. The test is did you do it one and quit or continued. Paul mentioned that all colleges are required to file a midterm report on the third year after each comprehensive evaluation. RHC has to submit their midterm report by October 15, 2011. Fall 2014 will be the next comprehensive evaluation.

- Beverly suggested that someone experienced in SLO join the Program Review committee
- Belen made a recommendation that the Governance manual be distributed during orientation. JoAnna questioned if it is on the Website, the team was unable to locate it. Katie stated that it needs to be more prominent, so it is clear where to find it in the website.
- Paul and Russell mentioned we needed to give our best input to Dr. Martinez as soon as possible so when he meets with the Board on Wednesday, May 13, he can have all this information and be able to discuss these items with the Board. Russell volunteered to take notes to forward to Dr. Martinez as soon as possible.
- Angie is going to e-mail a highlight of WASC's answers.

Campus Forum – The President will convene this forum, people can submit questions ahead of time, Committee Chairs should also be present and seat in front for easy access. We will try to record it so it can be posted on the website for those who could not attend. Marie suggested that some kind of incentive for faculty to attend would be nice. JoAnna reminded everyone that the purpose of this type of forum is for transparency, and those interested will have the opportunity to be there and ask questions and we will try to make as much as possible all the information available. Katie asked that everyone please e-mail us ideas and suggestions. Howard suggested roping off certain areas of the Theatre so people can seat closer to the front.

Review Accreditation Website –

- Committee membership has been added, everyone is encourage to check it for accuracy.
- An icon is being added for people to submit accreditation questions.
- Matt said he could set up a blackboard chat-room, so we can have it ready before the end of this semester; therefore it is available during the summer.
- The new place to ask questions is Accreditationinfo@riohondo.edu. We are working on setting up an automated response so when people submit their questions they are acknowledged in some way and let them know how long it will take for the reply. Possible within two working days.

Review P: Drive –

- P: Drive no changes this time.
- Take out the grids with the diamond questions. Howard said it was difficult to remove a file once posted. Angie will contact Kevin to correct this.

Presentation of progress from each sub-committee

- Since everyone submitted the monthly update last week there is no progress to report.
- A Copy of the Code of Ethics was has been received and distributed for review and discussion by the various Constituency groups. Beverly suggested if a question about the code of ethics could be added to the campus survey. Howard replied it

would have to be in general terms since we do not have a Code of Ethics in place as of now.

- Katie asked that everyone please use the grids whenever possible and even if you do not put it in the grid if you can please use those categories in your reports. That would make the executive summary a lot easier to compile. JoAnna added that more importantly it would prevent us from missing any of the issues and thanked Marie who did a wonderful work in compiling the questions in the grid, to help keep us on track.

Sample Narrative -

- JoAnna, distributed copies of Narrative templates a copy will be e-mailed for your records.
- Resolution of the recommendation is where you will address the recommendation, you may choose to insert chart, graphs, etc. also address the steps taken, and it can be a narrative.
- The next section is Analysis the results achieved to date: how you got there and your process. Evidence results, it can be a bullet point list, a narrative.
- The last area Additional plans is "Where do we go now, where are we going next".
- Footnote is going to lead to a list of items of supportive evidence. In our self-study booklet, each recommendation will be tabbed and at the end of each section there will be a list of supportive documents for that recommendation. Links will be clearly listed. Howard mentioned that in the electronic version we should have hyperlinks.

Adjournment

- Meeting adjourned at 3:50 pm

The next meeting will be May 20th at 2:30 pm.