

**Cañada College**  
**Accreditation Steering Committee Meeting**  
**Wednesday, December 7, 2005**  
**1:30 p.m. – 3:00 p.m. Room 17-107**

**Present:** Alicia Aguirre Co-Chair, Margie Carrington, Jennifer Castello, Roberta Chock, Patty Dilko, Rich Follansbee, Jeanne Gross, Linda Hayes, Ray Lapuz, Phyllis Lucas-Woods, Monica Malamud, Marilyn McBride Co-Chair, Melissa Raby, Anniqua Rana, Bart Scott, Terry Watson (Pat Tyler-minute taker)

**Absent:** Doug Hirzel, Patricia Pickett-Wilder

**Guests:** Tom Mohr

**1. Comments regarding the All College Meeting Presentation on December 2<sup>nd</sup> by Deborah Blue, ACCJC Vice President.**

- Jenny Castello spoke to Cañada's position regarding including SLO's on Official Course Outlines. SLO's are in flux as professors are in the process of identifying, assessing and reevaluating them so at this time SLO's are not part of the Official Course Record.
- Education, Financial and Facilities master plans. Are they available on the web? Where can steering committees find this information? Phyllis Lucas-Woods will check with Anne Daley to locate the Facilities Master Plan. Marilyn McBride reported that the Educational Plan has not been updated in many years. The most recent is the "Vision 2000" plan. The budget is the financial plan and should be available through the district office web site.
- Much of the information presented was repetitious for steering committee members that attended the Accreditation training session at CSM. However, Deborah offered some information that helped clarify questions members had about the process.
- Members are interested in viewing model accreditation self studies from other Community colleges. Marilyn and Alicia will ask the ACCJC for some recommendations.

**2. Report from Standard Committees**

- **Standard 1** – Report given by Jeanne Gross and Rich Follansbee. All divisions and classified staff are represented on the committee. Barbara Christensen from the District Office will also play a role on the committee. The committee had a productive meeting 2 weeks ago. Assignments were given and several have already been completed. The committee's next meeting is scheduled for December 9<sup>th</sup>.
- **Standard 2** – Report given by Melissa Raby and Anniqua Rana. Distributed a handout listing the committee members and the areas they will be responsible for within Standard 2. The committee has established a resource page and will have a link set up for their page. The general consensus was the whole committee will not have standing meetings because of the size and scope of Standard 2, rather the three areas identified within the standard will set up standing meetings.

- **Standard 3** – Report given by Linda Hayes. The committee is still looking for a student rep and additional faculty member to serve on the committee. Will be meeting in January at which time they will set up a standing meeting date/time.
- **Standard 4** – Report given by Phyllis Lucas-Woods and Monica Malamud. The committee met and discussed/reviewed standard 4. Discussed duties and responsibilities of the membership. Will set up a standing meeting in the spring.
- **Note: All standard chairs need to submit their committee membership lists to Alicia and Marilyn who will forward the information to Academic Senate and Classified Senate.**

### **3. Committee needs - members and/or resources**

- Bart requests that he be given as much advance notice as possible for any research projects the committees would like him to prepare. He estimates a turnaround time of completing projects of two weeks.
- Two committees are looking for Science & Technology Faculty to serve on their committees.
- If large quantities of paper are needed for copying there are funds to cover the costs. However, most of the information in the self study will be available electronically so we anticipate that only limited amounts of paper copies will be needed.

### **4. Collecting evidence, storage of evidence, web availability**

- There are several file cabinets stored in building 21 for storing accreditation files/records. Also smaller storage boxes or file boxes can be purchased if needed. Please let Marilyn or Alicia know what kind of storage you will need.
- Electronic storage is preferred and the newer copy machines in division offices are set up to copy to a PDF file. Use an indexing system within written documents to cite the locations of reference documents on the web.

### **5. Theme Captains/Organization**

- Discussed assigning steering committee members as “Theme Generals” or “Theme Watch Dogs” for the purpose of making sure that the accreditation themes are being discussed for each standard and to share with all standard teams what outcomes people are finding pertaining to the themes. The assignment for each theme category is as follows:
  - Dialogue: Margie Carrington
  - Institutional Commitments: Terry Watson
  - Evaluation Planning and Improvement: Jenny Castello
  - Organization: Patty Dilko
  - Institutional Integrity: Victoria O’Donnell
  - Student Learning Outcomes: Ray Lapuz

## 6. Next Steps

- Newsletter – Goal is to publish an accreditation newsletter twice per semester with updates on what is happening with the accreditation process. Reports from each standard, etc. Include photos from the 12/2 meeting in the first issue. Robert Hood and Roberta Chock will put the newsletters together and distribute. Target dates for the spring issues are February 1<sup>st</sup> and May 1<sup>st</sup>.
- Future Steering Committee meeting Dates – The Steering Committee will meet on the 4<sup>th</sup> Wednesday of each month (excluding January) from 1:30 p.m. to 3:00 p.m. The dates for spring 2006 are as follows:
  - February 22
  - March 22
  - April 26
  - May 24<sup>th</sup> or possibly May 10<sup>th</sup> please calendar both days for now.