



# Accreditation Steering Committee Meeting

December 6, 2005 Room 1319

## Minutes

**Present:** Connie Beringer, Donna Bestock, Eric Brenner, Carla Campillo, Donna Elliot, Cathy Hasson, Raymond Hernandez, Felix Perez, Andreas Wolf.

**Absent:** Lori Adrian, Taylor Angel, Anyta Archer, Linda Van Sciver, Regina Standback-Stroud, Mike Williamson.

### 1. Review of timelines, writing teams and kickoff.

Donna and Ray reviewed timelines for the accreditation process (see attached revised timeline). The writing team selection process is still underway and will not be completed until the beginning of the spring semester. Donna will be sending out nomination letter to all potential candidates prior to the end of this fall semester. The candidates will need to respond by January 23, 2006 at which time the final writing team list will be compiled and distributed to the respective governing bodies for approval.

Accreditation writing workshops are scheduled for February 2<sup>nd</sup> and 8<sup>th</sup>. Writing team members will be required to attend one of these scheduled days. Ray and Donna will be identifying content areas to be addressed during these workshops. Please submit any recommendations for the workshops to Donna and Ray. Andreas suggested that a 'requirements and responsibilities of writing teams' document be drafted to help the standards chairs and writing team members during the process.

### 2. Student, Faculty-Administration, Classified surveys

Cathy reviewed the student survey plan with the steering committee. The student surveys will be administered during a two week period in the spring (February 27 – March 10). Cathy will be using a stratified selection process to identify a random sample of classes to represent both day and evening students. Andres asked if the random samples would include our weekend students. Cathy said she would investigate further.

Linda (via email) expressed concern about addressing special accommodation needs for DSPS students. Cathy stated she would work with Linda to develop an alternative plan to address this issue.

Felix inquired about the cost of the per unit survey (\$2.63 per student) and wanted to know how this compared to other surveys. Cathy assured the steering committee that this cost was inexpensive compared to other surveys and that the survey company would

compile the results and deliver those to the college. The data could be used past the accreditation process as well.

The employee survey is currently being developed. Cathy, Donna, and Ray have reviewed previous surveys from Skyline, CSM's current employee survey, and other colleges. Questions from the various surveys have been compiled and are currently being refined. The question format will be standardized as much as possible with our sister colleges so we may cross reference results. Cathy anticipated that the employee survey will be ready and administered in Fall 2006. The decision was made to administer a paper survey to allow for confidentiality of individuals who will be completing them. A college wide campaign will be developed to create enthusiasm to gain a high return on completion of these employee surveys.

### **3. Accreditation website update**

Anyta Archer has been working to reformat the accreditation website. It is currently in it's first rough format. The website can easily be found by clicking on 'faculty and staff' under the homepage, then on 'accreditation'. The information and links will be formatted following the accreditation processes: Preparation, Data, Site Visit, Processes, Follow-up, Final. It is anticipated that all information related to the accreditation process will be placed or linked to the website. Ray suggested a link be placed under the student government portion of the website.

Please review the layout of the website and return feedback to Anyta and Ray. The goal is to make the accreditation website a useful and productive tool in the process.

### **4. Other**

Next accreditation steering committee meeting:  
January 31, 2005  
1:30pm – 3:30pm  
room to be announced

Respectfully Submitted,

Ray Hernandez, Accreditation Co-chair



# Accreditation Time Line for Self-Study

Steering Committee co-chairs Meet with appointing bodies for approval of Steering Committee members. Selection of writing teams initiated	Aug 05
Writing teams appointed by appropriate bodies	Sept 05
Accreditation Steering Committee Kick Off Meeting of all members	Sept 05
Accreditation Workshop offered for key members (7)	Sept 30, 05
Training Workshop for writing committees	Feb 2, 8, 06
Standards committees begin self study process. Assignments for areas within standards made, research needs identified, data collected.	Feb 06
Themes groups meet	March 06
Forums on issues held. Writing of standards	Spring 06
Student survey conducted	Feb 27 – Mar 10
First written draft due to Steering Committee from Standards Committees	May 5, 06
Committees revise drafts, Employee surveys conducted	Fall 06
Second draft from all committees due to Steering Committee	Nov 06
Draft document submitted to all constituent bodies for suggestions and approval	Dec 06
Document returned to writing committees for final revisions	Feb 1 07
Self-Study editor prepares draft of report	March 07
Draft of self-study distributed for written comments	April 07
Open forum meeting held for campus community to comment on self-study report	April 07
Steering committee meetings to review feedback, final revisions made	May 1 07
Final approval by College Council and constituent bodies	May 07
Pre-site visit meeting held with Team Chair and Team Assistant	TBA
Steering Committee meeting to review site visit logistics; review status of self-study	May 07
Self-Study given to Board of Trustees for review and approval	Jun/Jul 07
Self-Study Mailed to Team Members	Aug 07
Accreditation Site Visit	Oct 07

