

Accreditation Steering Committee Minutes
September 21, 2005
2:00pm – 4:00pm

Attendance: Anyta Archer, Connie Beringer, Donna Bestock, Eric Brenner, Cathy Hasson, Ray Hernandez, Felix Perez, Regina Stanback-Stroud, Mike Williamson, Andreas Wolf

Introductions of Members

Steering committee made up of 14 members

- 8 co-chairs
 - Standard I Donna Elliot and Cathy Hasson
 - Standard II Eric Brenner and Regina Stanback-Stroud
 - Standard III Andreas Wolf and _____ **(he ran his co-chair off)**
 - Standard IV Carla Campillo and Mike Williamson
- 4 constituent reps
 - Faculty – Ray Hernandez
 - Administrator – Donna Bestock
 - Classified Council – Felix Perez
 - Student – Taylor Angel
- 1 resource
- 1 editor

Most of the members are confirmed. We need to have a Co-chair for standard III appointed by the Academic Senate.

- Help put writing teams together by second week in October
 - Provide information to Donna and Ray for approval
- Scheduled for training being provided by AACJC on Sept. 30, 2005 (Going to learn to train writing committees – trainers being trained)
 - Being trained with steering committees from other three colleges

Role of Steering Committee

Evaluative body
Distribute and ask for reviews
Arrange open forums
Make work available on the web
Obtain final college approval from College Council
Submit to Bot
Submit to WASC

Tentative Time Line

Reviewed tentative Schedule and issues prompted by schedule

- Editor will be looking at drafts as the process goes along
- Writing committee should be writing from the beginning
- Discussion of ways to best accomplish the writing.

- Have enough people on committee
- Develop subcommittees to be responsible for writing
- Be strategic in recruiting team members
- Provide incentives/rewards
 - End of year party
 - Certificates
 - Rewards at the end of milestones
- Budget

Surveys

CH intends to put together a fact book that includes a variety of data including enrollment, effectiveness, demographics, etc in order to ensure consistent data. This will be completed by the beginning of Spring.

CH prepared a research resource matrix that shows the available research in each standard and substandard. Cathy will share with committee

We will need to do a climate/student satisfaction perception survey. The first step will be to select a survey. A matrix was distributed that shows where a student survey would provide information on each of the standards. Last survey was performed in Fall 2002 – Faces of the Future. May not be broad enough. This group can

1. develop our own survey
 - a. create from scratch
 - b. develop/validate questions
2. Use existing off-the-shelf survey
 - a. Benefit – can get comparative information (external bench marks)
 - b. Can customize survey in a limited way (allow you to add questions)

This can review available and make a recommendation. Cathy has a collection of multiple surveys. Please go to her office and review. Cathy recommends the Noel Levitz survey. Cathy will provide a rating sheet. Anticipate approximately 15 minutes to review survey. Cathy will bring to workshop so people can look at collection. **Deadline for review October 7, 2005.**

- 113 questions
- Ten customized questions
- 15 demographic questions
- Dual perception scale
 - degree of importance
 - degree of satisfaction
- covers 12 different dimensions
- specific to community colleges
- concern re: level of language
- takes approximately 10 minutes
- questions re: online – do have an online version but propose do a sample/ select by course

- Not as expensive as one thinks (sample price 2.00 per survey – includes processing plus another \$300-400 for reports.)

Need to recognize the 5-10 commitment we should make in order to be able to look at data over time. Also make sure enough questions about a specific topic so questions can be pulled out and put in other surveys. The sooner we decide the better. The next step would be to let people know we want to survey in spring. We also need to work on developing questions.

The Accreditation Website

The committee reviewed the accreditation website and made comments about what would make accessing and navigating the site.