

**Accreditation Standards Co-Chairs Meeting**  
**November 8, 2013**  
**Minutes**

**To:** Distribution

**From:** Linda Rose, Ed.D. and Bonnie Jaros, Ph.D., Co-Chairs Accreditation Oversight Committee

**Members Present:** Avie Bridges, Cher Carrera, Michael Collins, Allen Dooley, Susan Gaer, Yolanda Garcia, Gina Giroux, Bart Hoffman, Shelly Jaffray, Bonnie Jaros, Jim Kennedy, Sara Lundquist, Rick Manzano, Becky Miller, Jeff McMillan, Linda Rose, Lilia Tanakeyowma

**I. Surveys**

**A. Institutional Effectiveness Survey**—The draft of the Institutional Effectiveness Survey was reviewed by the co-chairs and the following recommendations were made:

- Items that have multiple items should be broken out by item, e.g., p3 “The library provides sufficient hours of operation, materials, technology, services and instruction to support student learning.” “Learning support services such as Academic Computing Center...”
- “Portfolio Planning” should be replaced with “Program Review” on p4 under Human, Physical, Technology, Financial Resources
- Comments regarding overall institutional effectiveness of SAC should be placed above “About You” on the last page
- All references to “Continuing Education Center” should be changed to “School of Continuing Education.”

It was emphasized that the data gathered from the survey may yield necessity to conduct further research in specified areas. In addition, it is necessary to review the results of the survey conducted in 2007 to ascertain if responses were evaluated so that action was taken. A comparison between the results of the Accreditation Survey of 2007 and this survey should be discussed within the Self Evaluation Report, e.g., What changed as a result of the responses? Were improvements made?

The Institutional Effectiveness Survey will be sent this month through Survey Monkey.

**B.** A survey for Classified Staff will be administered spring 2014 prior to the census.

**II. Responses to Recommendations from the 2008 External Evaluation Visit**—The most important recommendations are the college recommendations related to planning-resource allocation integration and the recommendation related to communication with classified staff. **(Please see Appendix A.)** The chairs requested a copy of all recommendations. This will be sent via email. Please also note that the Follow Up Report 2009, the Follow Up Report 2010 and the Midterm Report 2011 address these recommendations. Please review these documents, which may be found

on the Accreditation Repository, to analyze how they fit into your respective standards and also to analyze the status of them.

- III. Drafts of the Standards**—The drafts were disseminated to all the co-chairs in hard copy. As you proceed, please be mindful that the format must be maintained: Descriptive Summary, Assessment, Plan for Improvement. The co-chairs should now bring their teams together to review the drafts together. The next drafts will be due in January.

**The next meeting of the Standards Co-Chairs will be December 6, 2013**

## **APPENDIX A**

### **ACCJC COLLEGE RECOMMENDATION 1 PLANNING AND BUDGET INTEGRATION**

The Team recommends that the college evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure the budget is used as a planning tool to achieve its strategic goals and that the outcomes from these activities be formally and broadly communicated to ensure quality. As part of this integration, the Team recommends that the college resource allocation be based on plans, program reviews (DPPs), and actual budgetary performance. This requires that the college evaluate the outcomes of its planning/budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.B.2.d, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b)

### **ACCJC COLLEGE RECOMMENDATION 3 COMMUNICATION WITH CLASSIFIED EMPLOYEES**

The Team recommends that the college strengthen its communication with classified employees regarding governance committee vacancies and service opportunity processes, deliberations, and outcomes. (Standards III.A, IV.A.1)

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