

## **SMCCCD Accreditation Coordinating Council Meeting**

**1:00 to 2:00pm  
District Board Room**

**September 4, 2012**

### **Meeting Notes**

**Present:** Jing Luan (chair), Christine Roumbanis, Eric Raznick, Katie Galvin, David Ulate, John Sewart, Doug Hirzel, Greg Stoup, Kathy Blackwood, Susan Estes, Sue Harrison, Sarah Perkins, Jose Nuñez, Donna Bestock

Chair Jing Luan called the meeting to order at 1:03pm. Council members conducted self-introductions.

- 1) Status of Preparation for next cycle of self-evaluation (self-study)
  - College Work Plan Updates (College ALOs or co-chairs)
    - i. Cañada – Doug reported their work plan to include three drafts; 1<sup>st</sup> draft completed in May which is being reviewed. The next draft is due October 31<sup>st</sup>.
    - ii. CSM – Susan reported first draft was completed in May and currently is being reviewed and obtaining feedback.
    - iii. Skyline – Donna reported 1<sup>st</sup> draft is being reviewed by the ALO and committees and is due on September 14<sup>th</sup>. An open forum is scheduled for October 4<sup>th</sup> for feedback for the completion of the 2<sup>nd</sup> draft due in November.

Jing mentioned it is important for colleges to connect with District liasons. Per college reports it seems all colleges will have a final draft by end of the fall semester. In addition, Jose reported the Facilities department at each college is working on their part of the accreditation self-study, as delegated.

- Board Update Timelines

As the next milestone with reference to Board updates, Council suggested an information update be provided to the Board on September 19, 2012. Associated documentation to be provided to Jing Luan and Kathy Blackwood by September 10<sup>th</sup>. Jing mentioned Council may conduct a study session update during the Spring Semester.

- 2) Update on Environmental Scan/Needs Assessment
  - This item will be addressed at the Districtwide Strategic Planning Committee.
- 3) Districtwide Coordination
  - Accreditation Procedure
    - Procedure has been written.
  - Planning
    - Colleges plan on sharing their self-studies with each other sometime in early spring.
  - Addressing Prior Recommendations
    - Each College needs to make sure to address prior recommendations noted on last evaluation. Human Resources (Harry Joel) needs to write up a procedure for faculty evaluations and SLOs
  - Procedures required
    - Barbara has assigned specific procedures to be written up by some Council members.
  - Community Education
    - Request Jan Roecks/Kathy Blackwood to provide a status update regarding what courses Community Education has picked up from Colleges due to discontinuance.
  - Plan for Function Map Review
    - Review due by Spring 2013
    - Greg mentioned to reference appendix G of ACCJC Institutional Effectiveness procedure for an example of a Function Map.
- 4) Status of Accreditation Surveys

Faculty, staff and student surveys have been completed by CSM and Cañada and the District Office has completed some surveys as well.
- 5) District Accreditation Website

Sue presented the website and referenced the college org charts, which she has standardized on a similar template to maintain consistency.  
Jose recommended including dotted line relationships with Facilities and Public Safety on each College org chart. Council agreed with recommendation.  
Sue mentioned that the website is public, and to make sure to post content that can be viewed by the public. Colleges requested the 5YCP report be included on this site and that a link to the Rules and Regulations on Downloads page be added.
- 6) The next Council meeting will be in February 2013.

Meeting adjourned at 2:03pm.

Standing members of the council (As of September 4, 2012):

	Cañada	CSM	Skyline	DO
ALO	<b>Greg Stoup</b>	<b>Susan Estes</b>	<b>Sarah Perkins</b>	<b>Jing Luan (chair)</b>
Co-chairs	<b>Linda Hayes</b> <b>Doug Hirzel</b>	<b><i>Susan Estes</i></b> <b>Laura Demsetz</b>	<b>Donna Bestock</b> <b>Christine Roumbanis</b>	
Researcher	<b>Greg Stoup</b>	<b>John Sewart</b>	<b>David Ulate</b>	
Other personnel by virtue of positions				<b>Kathy Blackwood</b> <b>Barbara Christensen</b> <b>Sue Harrison</b> <b>Harry Joel</b> <b>Jose Nunez</b> <b>Eric Raznick</b>