

SMCCCD Accreditation Coordinating Council Meeting
10:30AM – 11:30AM
District Board Room

February 27, 2012
Meeting Notes

In attendance: Donna Bestock, Kathy Blackwood, Laura Demsetz, Susan Estes, Sue Harrison, Doug Hirzel, Fermin Irigoyen, Harry Joel, Rob Johnstone, Jing Luan (Chair), José Nunez, Sarah Perkins, Eric Raznick, Greg Stoup, David Ulate

Jing asked the committee to review the committee member matrix. Sarah Perkins asked that it be updated to reflect that Greg Stoup is now the co-chair for Cañada College. Jing asked if the colleges were clear on which district liaison had been assigned to which standard and the college representatives said they were. The college representatives said that the liaisons had been or would be invited to the standards committees.

1) Status of preparation for next cycle of self-evaluation (self-study)

- College Work Plan Updates
Cañada (Greg Stoup, Sarah Perkins)
All standards committees are underway. Work is being done on documentation for integrated planning processes and procedures. There will be a need for a repository of districtwide documents. Evidence needs will be driven by the CCSSE survey and a 2 year old Noel Levitz survey, which map back to accreditation standards.
Sarah advised colleges and district to review evidence lists of other multi-college districts

College of San Mateo (Susan Estes and Laura Demsetz)

Meetings with co-chairs took place in December and February.
First official drafts of the self studies are in progress and due April 12th.
Laura and Susan will compile drafts and work is anticipated to continue over the summer.
Self evaluations of other colleges are being reviewed for tone.

Skyline College (Dona Bestock, Rob Johnstone, Fermin Irigoyen)

Team training is completed.
SharePoint site is completed and a public site is being updated.
First draft is due in September.
Surveys including SESI and an employee voice survey will commence in April.
Planning processes are evolving and the unit planning process is being redone
Faculty reminded to put SLOs on syllabus.

- Board update timelines – April 25, 2012 – associated documentation, if any, due April 18.
 1. Committee agreed that the report will be a 5-10 minute oral report, presented by Jing, and will include a one-page informational report.
 2. ALOs will be available at the meeting to answer questions.
 3. The report will mention the breadth of participation across colleges as well as the

- fact that each college is on its own timeline and all are on schedule.
4. Jing will write the report and send to the ALOs.

2) Districtwide Coordination

- Community Education (Coordinating responses across the District) –
 1. Org charts to be updated with community education as a dotted line report to VPIs
 2. Kathy and Jing will ask Jan Roecks to write something for Standard II about community education for the group to clarify how community ed is connecting with the colleges and how the information about community ed is being made public.
 3. District to provide some formal evidence showing community ed connection with colleges
- Other sections of the Institutional Self Evaluation, e.g. resources in Standard III, that may need coordination
 1. District liaisons to college committees will read reports or provide specific written information to assure consistency and accuracy of information regarding districtwide issues such as bonds, measure G, facilities, technology and others
 2. District will see that evidence for these items is posted either on the district accreditation website or other appropriate website.
 3. Where specific procedures are needed as evidence, ALOs will let Kathy know so that the procedure can be posted or linked to the appropriate site.

3) Accreditation surveys (are there “District Questions” that we need to be aware of).

1. DRC to meet Thursday and will make sure District related accreditation questions are on the employee surveys that are to be administered at the colleges.
2. District Office has completed a program review cycle for a/p, purchasing and facilities and an IT survey is also planned. A district office program review summary will be posted on the appropriate website.
3. IT and others in district office who will be doing program review are encouraged to check with Bart Scott to ensure a consistent approach to data analysis and presentation

4) Update on Environmental Scan

1. DRC will discuss the Environmental scan at their Thursday meeting.
2. Cañada will do a needs assessment. Skyline does not feel it is necessary for their college.

5) District Accreditation Website

1. Where possible, links to documents rather than copies of documents will be used
2. Sue will send colleges the links that are on existing web site and colleges will send updated links if necessary
3. Districtwide evidence will be organized on this public website and will be utilized throughout the writing of the self studies. Only finalized and approved documents will be posted. Sue will be the site “gatekeeper”.
4. Self studies of other multi-college districts will be reviewed to see types of districtwide evidence are used.

Other

1. Mission statements are under review at each of the colleges and will be brought to the board in June, 2012.
2. Eric cautioned the group that as links are embedded into the self-studies, it will be important not to redesign or change the websites to which those refer.
3. Jose asked college ALOs to invite both he and the campus facilities managers to the accreditation meetings.

The next meeting will be in September or October 2012.

The meeting adjourned at 11:40AM.