

Accreditation Standards Committee Meeting Minutes

August 31, 2012

Members present: Dr. Ray Somera, Dr. Clare Camacho, Tonirose Realica, Pilar Pangelinan, Christine Matson, Loressa Melegrito, Dorothy Manglona, Jennifer Artero, Carl Torres II and Joe Benavente.

Topics Discussed:

- **Standard Committees Membership:** Dr. Somera, Accreditation Liaison Officer (ALO), wanted to know if the four (4) standard committees have the four (4) required faculty membership on each committee. As was reported by the members, standard 1 only has one (1) member so far; standard two (2) has the complete required membership; standard 3 has four (4); and standard 4 has two (2). The following committees need additional faculty members: standard 1 three (3) and standard 4 two (2).
- **Actionable Improvement Plan (AIP):** The actionable improvement plans that were reflected on the 2012 Institutional Self Evaluation Report (ISER) needs two things. First, each committee will be responsible for updating the status of their respective standard recommendations by gathering data and evidence for its completion or on-going progress to achieve completion. This will be included on the mid-term report when responding to ACCJC's recommendations from our previous visit. Second, each committee is tasked for transforming the AIP recommendations into new tasks for goal two (Educational Excellence) of the Institutional Strategic Master Plan (ISMP) as evidence of continuous improvement efforts to address the educational excellence goal.

Visiting Team's Recommendations: The Accreditation Visiting Team came up with four (4) recommendations that the college needs to address: 1. Develop a process for systematically evaluating non-credit courses, workshops, and training sessions for content. 2. Develop a plan for distance education, including continuing education offered through distance education, and implement. 3. The College review its resource allocation to the MIS area to ensure that there are sufficient funds to provide training, maintenance, equipment and software support and to implement its technology plan. 4. The College evaluates existing governance policies and practices for faculty and students to ensure their opportunity for appropriate and ongoing participation in decision making. Additionally, the College should create and implement a corresponding formal structure for staff input and participation. The College should create and implement an evaluation process to examine the overall effectiveness of participatory governance policies and processes.

To monitor progress of the data collection and evidence gathering process for addressing Team's recommendations, the following committees are tasked to oversee the working progress for the addressing the recommendations.

Standard 2 committee is responsible of overseeing recommendations 1 and 2, standard 3 committee is charged of overseeing recommendation 3, and standard 4 committee is charged of overseeing recommendation 4. Standard 1 will concentrate on the tasks indicated for the AIPs.

- **Data collection and evidence gathering report:** The ALO advised that the fall 2012 semester will only consist of data collection and evidence gathering for the AIPs and Team Recommendations. A progress report on the data collection and evidence gathering process will be orally reported on the next scheduled standards committee meeting. The analysis report for the data collection is due on the spring semester around May 6, 2013.
- **Next meeting schedule:** The next accreditation standards committee meeting will be on Tuesday October 30, 2013 at 1:00 p.m. over at the PCR conference room.

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