ANTELOPE VALLEY COLLEGE
ACCREDITATION (CHAIR) MEETING
April 9, 2013
1:00 p.m. – L201

To conform to the open meeting act, the public may attend open sessions

1. **CALL TO ORDER AND ROLL CALL**

2. **OPENING COMMENTS FROM THE CO-CHAIRS**

3. **OPEN COMMENTS FROM THE PUBLIC**

4. **APPROVAL OF MINUTES**
   a. **March 7, 2013 (attachment) - postponed**

5. **DISCUSSION ITEM**
   a. **Review Timeline – Ms. Tina McDermott**
   b. **Follow-Up Visit – Ms. Sharon A. Lowry**

6. **REPORTS**
   a. **Accreditation Coordinator Report: Standard Status (IA/B; IIA/C; IIB; IIIA/B; IIIC/D; and IVA/B)**
   b. **Standard IA/B: Institutional Mission and Effectiveness – Dr. Tom O'Neil, Dr. Ron Chapman, and Mr. Aeron Zentner**
   c. **Standard IIA/C: Academics/Library – Dr. Karen Cowell, Ms. Melanie Parker, and Ms. Maria Valenzuela**
   d. **Standard IIB: Student Services – Ms. LaDonna Trimble, Dr. Nancy Bednar, and Ms. Kim Fite**
   e. **Standard IIIA/B: Human and Physical Resources – Mr. Terry Cleveland, Dr. Joseph Esdin, and Ms. Gwenette Preston**
   f. **Standard IIIC/D: Technology and Financial Resources – Ms. Ann Steinberg, Dr. Susan Lowry, and Mr. Scott Tuss**
   g. **Standard IVA/B: Leadership and Governance – Dr. Les Uhazy, Mr. Mike Pesses, and Ms. Pamela Ford**

7. **ACTION ITEM**
   None

8. **OTHER – OPEN FORUM**

9. **ADJOURNMENT**

ATTENDANCE: Tina McDermott - Faculty Co-Chair; **Standard IA &IB:** Dr. Ron Chapman; **Standard IIA & IIC:** Melanie Parker; **Standard IIB:** LaDonna Trimble, and Kim Fite; **Standard IIIA & IIIB:** Terry Cleveland, and Gwenette Preston; **Standard IIIC & IIID:** Ann Steinberg, Dr. Susan Lowry, and Scott Tuss; **Standard IVA & IVB:** Dr. Les Uhazy, and Pamela Ford; **Committee members:** Rick Shaw, and Maria Clinton

Minutes: Gloria M. Kastner

1. **CALL TO ORDER**
   The March 7, 2013 Accreditation Steering Committee Chair Meeting was called to order at 2:05 p.m. by the Faculty Accreditation Co-Chair, Ms. Tina McDermott.

2. **OPENING COMMENTS FROM THE CO-CHAIRS – T. McDermott & S. Lowry**
   - Ms. McDermott reported even though the committee has not officially met since November 2012, she has been meeting with Standard Chairs to ensure the work needing to be completed the Mid-term Report is accomplished.
   - Ms. McDermott indicated she will begin attending committing meetings to detail and discuss the tone used in conveying information provided in Standard findings. There is no more time for indecisiveness, discussion, and/or debate when writing the narrative for the Mid-Term Report. All Chairs must move to using a tone of implementation. She recommended chairs speak to the actions that are taking place in efforts to meet required planning agenda items and recommendations.
   - At the last College Coordinating Council meeting there was discussion regarding coordinating a meeting with campus committee Chairs/Coordinators and the recording Secretaries/Administrative Assistants to review and discuss the necessity to ensure all pertinent meeting documents are accessible and current.

3. **OPENING COMMENTS FROM THE PUBLIC**
   - Dr. Les Uhazy indicated completing the required narrative pieces for Standard IVA/B is extremely difficult and frustrating. The work cannot be completed as indicated in the plans because they include several surveys to be conducted and completed by the Dean of Institutional Effectiveness, Research and Planning. This specific position has been vacant since July 2012. This is a great deal of work that was stated to be completed and cannot be performed with an office that is currently staffed with only one employee.   There comes a point when work cannot be accomplished for Accreditation purposes due to the lack of support of Administration which then they need to be held accountable.

4. **APPROVAL OF MINUTES**
   a. **November 5, 2012**
      A motion was made and seconded to approve the November 5, 2012 meeting minutes. Motion carried.

5. **DISCUSSION ITEMS**
   a. **Draft Letter to Campus from Faculty Coordinator (attachment) – Ms. Tina McDermott**
      Ms. McDermott indicated one strategy to effectively communicate the work being accomplished for Accreditation to the campus constituency is to send out a hardcopy memo correspondence and campus email announcement speaking to the work being done in regards to Accreditation. The hard copy memos will be placed in all campus mailboxes in efforts to get the campus community in the successful frame of mind to complete Accreditation tasks completed.

   b. **Follow-Up Response from ACCJC (attachment) – Ms. Tina McDermott**
      Ms. McDermott reported the response to the Follow-Up Report was received. Only one of the recommendations was addressed to the satisfaction of the Commission. All other recommendations have been rejected although there is no direction or guidance on what they felt was missing in the response to the recommendations which is a standard response. At this point it is imperative that the language

incorporated in the responses is affirmative and avoid any language indicating tasks will be performed in the future.

    c. ACCJC 2013 Annual Report (attachment) – Ms. Tina McDermott

Ms. McDermott stated the ACCJC Annual Report is in the process of being completed. This is a task that is required to be completed by all Districts annually. The majority of the report information includes Student Learning Outcomes and Assessment statistical information. The report has been revised from previous years and is now expected to be submitted electronically and includes an additional field which includes institutional set standards. In efforts to ensure groups are ready to answer this newly included field it would be best to take a five-year trend of data to determine institutional set standards. Currently, no one has the immediate statistical specific data required to assess for the year but are assessing the trend of statistical data. The Matriculation Committee and the Student Equity Committee have merged and will be discussing this particular issue to ensure that in future years we are able to establish a mechanism to assess institutional set standards.

    d. Timeline an due dates to complete Mid-term draft – Ms. Tina McDermott

Ms. McDermott indicated she had hoped the District would be farther in the process of completing the Mid-term Report and there is a need to begin moving at a quicker rate to get the report finalized for review and approval by the Board of Trustees. The next draft deadline was established for March 15, 2013. All evidence supporting submitted draft language should be uploaded to the Accreditation Mid-term 2013 group in MyAVC. The group page is segmented in standards which will make it easy for members to upload evidence.

6. REPORTS

    a. Standard IA/B: Institutional Mission and Effectiveness – Dr. Tom O'Neil, Dr. Ron Chapman, and Aeron Zentner

Mr. Ron Chapman reported the committee met and sorted out the issues relating to duplication of information for standards. The committee does not have another meeting established but will be reviewing the established draft prior to submitting with the evidence.

Ms. McDermott stated the main emphasis is to ensure there is a clear depiction of integrated planning. Some of the challenges may be obtaining evidence to prove integrating planning is occurring. Committee members need to look through the Strategic Planning and Budgeting Council minutes to find narrative including positions referenced in Program Review documents. There may be a need to revise the hiring request forms to include integrated planning fields that would incorporate specific information regarding positions being included in Annual and Comprehensive Program Review Reports, as well as documented in WEAVE. It might be a good idea to incorporate these additional fields and incorporate how the requested positions would be pivotal in addressing SLOs/PLOs/ILOs. The suggestions to include additional fields should be discussed at an upcoming College Coordinating Council meeting for consideration in assisting in closing the loop of the integrated planning process.

    b. Standard IIA/C: Academics and Library – Dr. Karen Cowell, Ms. Melanie Parker, and Ms. Maria Valenzuela

Ms. Melanie Parker reported the committee is working on some small elements missing from the standard although they are doing pretty well and are on track to complete the narrative by the deadline date. The greatest outstanding issue is Program Learning Outcomes (PLOs). The District needs to make a big push to ensure that we are completing this task accordingly. Some areas are struggling in completing this task because of the means in which has been established for PLO development. There may be a need of developing an alternate means of establishing PLOs as the conceptualization of one established process working for all areas is not necessarily working for the campus community. More discussion on this issue needs to occur at the SLO Committee level to determine a possible alternative means in completing PLOs for assessment.

    c. Standard IIB: Student Services – Ms. LaDonna Trimble, Dr. Nancy Bednar, and Ms. Kim Fite

Ms. Trimble reported the committee has nothing to report as no work is required to be completed for Standard IIB.

d. **Standard IIIA/B: Human and Physical Resources – Mr. Terry Cleveland, Dr. Joseph Esdin, and Ms. Gwenette Preston**
Mr. Terry Cleveland reported the narrative draft has been completed and forwarded to Ms. McDermott for review and input.

e. **Standard IIC/D: Technology and Financial Resources – Ms. Ann Steinberg, Dr. Susan Lowry, and Mr. Scott Tuss**
Ms. Ann Steinberg reported the committee has been in communication with the IT Director and he understands what is needed to address the technology issues cited in the recommendation. At this point, the committee has a solid understanding on what is needed to address the technology issues cited in the recommendations. The greatest area of concern at this point is addressing the GASB (financial) piece of the recommendation. There is a tentative plan established and Ms. Mazie Brewington, Vice President of Administrative Services, indicated the funds needed to address this recommendation will be established in an account. The committee will need to obtain evidence that an account has been established to address this recommendation and are not sure this can be facilitated in the time remaining to complete the report.

f. **Standard IVA/B: Leadership and Governance – Dr. Les Uhazy, Mr. Mike Pesses, and Ms. Pamela Ford**
Dr. Les Uhazy indicated he received the revised draft with comments and is working on addressing the issues. The greatest need is obtaining evidence demonstrating discussion and actions are occurring at the various committee levels.

7. **ACTION ITEMS**
   None

8. **OPEN FORUM**
   None

9. **ADJOURNMENT**
   The Accreditation Chair meeting was adjourned at 2:55 p.m. The next Tri-Chair meeting will be coordinated for end of March. A doodle calendar poll will be performed to determine a date/time.