

## Accreditation Steering Committee

Monday, October 8, 2012  
11:00 a.m. – 12:30 p.m.  
A 140

## Agenda

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| 1. Approval of May 24, 2012 Accreditation Chair Meeting                    | All                     |
| 2. Approval of the August 29, 2012 Accreditation Chair Meeting             | All                     |
| 3. Review Standard Progress Notes (Bring copy of “tracking” progress notes | T. McDermott & Chairs   |
| 4. Strengthening Student Success Conference                                | T. McDermott & S. Lowry |
| 5. Other   |                         |

**ACCREDITATION STEERING COMMITTEE  
MINUTES**

**October 8, 2012  
11:00 a.m. – 12:30 p.m.  
Room A 140**

**ATTENDANCE:** Tina McDermott - Faculty Co-Chair, Sharon Lowry – Administrative Co-Chair; **Standard IA & IB:** Dr. Tom O’Neil, and Dr. Ron Chapman; **Standard IIA & IIC:** Dr. Karen Cowell, and Melanie Parker; **Standard IIB:** Kim Fite; **Standard IIIA & IIIB:** Terry Cleveland, Dr. Joseph Esdin, and Gwenette Preston; **Standard IIIC & IIID:** Ann Steinberg, and Scott Tuss; **Standard IVA & IVB:** Dr. Les Uhazy, and Mike Pesses; **Committee member:** Katherine Mergliano; *Minutes: Gloria M. Kastner*

**CALL TO ORDER:** Meeting was called to order at 11:02 a.m. by the Faculty Accreditation Co-Chair, Ms. Tina McDermott.

**1. Approval of Previous Minutes – May 24, 2012 All**

A motion made and seconded to approve the May 24, 2012 meeting minutes. Motion carried.

Action items: None.

Persons responsible:

Deadline:

**2. Approval of Previous Minutes – August 29, 2012 All**

A motion was made and seconded to approve the August 29, 2012 meeting minutes. Dr. Cowell requested a minor grammar correction be made in item 3. Standard IIA & C paragraph. Motion carried as corrected

Action items: Ongoing.

Person responsible: All

Deadline:

**3. Review Standard Progress Notes (Bring copy of “tracking progress notes) T. McDermott & Chairs**

**STANDARD I – Institutional Mission and Effectiveness:** Dr. Tom O’Neil stated the group will be establishing a meeting for standard committee members to ensure all work needing to be accomplished is addressed. After assessing all necessary tasks have been accomplished committee members could then agree to assist in completing tasks in other standards.

**STANDARD II A&C – Academics and Library:** Dr. Cowell reported questionnaire that was to be performed to assess student support services has not been created or completed. It was her understanding that this task would be performed by the Office of Institutional Effectiveness, Research and Planning. The questionnaire was to assess student support services. It may be possible to evaluate the old survey, make some adaptations, and set as a mandatory requirement for students prior to allowing spring registration. Dr. Uhazy reported due to the implementation of the Transfer Model Degree and the newly approved Student Success Task Force Recommendations, the committee may need to look at how to incorporate some questions on some of these key areas being highlighted as a means to capture current data in efforts to have a baseline of information for any future survey data results. Ms. Lowry indicated she knows that Ms. Agnes Jose-Eguaras, Director of Basic Skills and Title V Activities, will have some data results for the Student Success Center the committee can incorporate in their narrative. Dr. Cowell indicated she would look into the possibility of attaching a questionnaire to capture student support services data during the spring 2013 registration cycle and will follow up with Ms. McDermott in the next two weeks to communicate the outcome of research.

**STANDARD II B – Student Services:** Chairs had no new information to present.

**STANDARD III A&B – Human and Physical Resources:** Mr. Terry Cleveland stated the committee has all the necessary pieces to begin the writing process and will be working with Human Resources to obtain the final pieces needed to begin the writing process.

STANDARD III C&D – Technology and Financial Resources: Dr. Susan Lowry and Ms. Ann Steinberg reported they have been provided a thorough report of Information Technology work completed. Mr. Calvin Madlock provided percentages of all the work performed and updated these totals prior to leaving AVC. Ms. McDermott stated standard members should review the narrative in the Follow-up report to clearly seamlessly build upon what was stated in the previous narrative. In regards to Recommendation #4 – GASBI funding, standard committee members will be addressing this issue in the next week. Standard members will be provided a presentation overview from Ms. Diana Keelen, Director of Business Services. It will assist in the understanding of where the District stands in regards to this recommendation and how to address the work completed in a narrative form. More information on this recommendation will be presented at the next Accreditation Chair meeting.

STANDARD IV A & B – Leadership and Governance: Dr. Les Uhazy stated the standard committee has not established a meeting date but hopes to finalize a meeting date/time in the next week to begin addressing the work needing to be completed. There are four improvement plans including a survey that needs to be completed. One of the major tasks is for the standard committee to determine the definition of consensus. Dr. Uhazy indicated he would provide a follow-up report to Ms. McDermott within the next two weeks.

Action items: Ongoing.

Person responsible: All

Deadline:

Jan. 2013

#### 4. Strengthening Student Success Conference

T. McDermott & S. Lowry

Ms. McDermott reported the Strengthening Student Success Conference was very informative. She attended workshops on Student Learning Outcomes (SLOs) and Accreditation. The main topic of discussed was the need to institute a transparent integrated planning process. A post conference five-hour workshop was facilitated where colleges (i.e. College of the Canyons, Mt. San Antonio College, and Palomar College) were provided as examples of colleges who've integrated their planning process with the SLO process. Ms. McDermott stated that based on the information she's garnered AVC is doing a good job in progressing in this area in comparison to other community colleges. We've incorporated a bit of the integrating process College of the Canyons has established in our annual and comprehensive Program Review reports. SLO data is now a required element in either Program Review report which demonstrates the effort to integrate the planning process. To date, AVC has accomplished quite a bit of what is now required for Accreditation purposes although there is still more work that needs to be completed. Ultimately, the changes will require a culture shift in how the college operates.

Action items: None

Person responsible: None

Deadline:

#### 5. Other

- Ms. Lowry stated there is a problem with completing Program Learning Outcomes (PLOs). There is a disconnect and/or lack of understanding of the compliance obligations to complete all outcomes (SLOs, PLOs, and ILOs). There may be a point where the District may have to institute a local policy to enforce the completion of PLOs. There may be a time where program publication in the catalog will be withheld until PLOs have been completed and approved by the SLO Committee. A brief discussion occurred regarding the nature of which programs can be assessed and the difficulties the campus community may be having in trying to establish PLOs for programs where there are different means to complete a program, and/or if the program includes general education courses. Committee members were in agreement that the District should look at how other community colleges are establishing PLOs for disciplines and suggested targeted PLO training opportunities should be established through the Faculty Professional Development Program. This would be a great discussion topic for a Welcome Back Day break out session. Ms. Parker indicated Dr. Irit Gat and Ms. Wendy Stout will be reviewing PLO action plans to determine which programs need to enter data into WEAVE online. The Transfer Model Course template will more than likely change the PLO process as this model was established to provide students with a brief overview of the subject area in efforts to provide eligibility to transfer to a four-year university. This model does not readily facilitate the methodology of providing students with introductory, developmental, and mastery type courses and may need to be further discussed.

#### Adjournment

The Accreditation Chair meeting was adjourned at 12:09 p.m. The next tri-chair meeting will be coordinated for the same time on Monday, November 5, 2012 and December 3, 2012.

## STANDARD COMMITTEE – I

IA – Mission IB – Institutional Effectiveness
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**IMPROVEMENT PLANS: None**

**RECOMMENDATION FOLLOW UPS: None**

## STANDARD COMMITTEE – II A & C

IIA – Academics IIC – Library
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### IMPROVEMENT PLANS:

II.A.1.b: Each year develop and administer a questionnaire that will collect perceptions of students to determine their degree of satisfaction regarding the various methods of delivery and how effectively these methods of delivery meet students academic and support services needs. Incorporate questions regarding both on campus and online delivery systems, with possible modification from the instrument used at Palmdale in 2007-2008. Results collected from the questionnaire will be used to improve the delivery of existing programs and services, and add new methods when funding is available.

Progress:

Has someone checked with Agnes at the Learning Center

II.A.1.c:

- Increase Student Learning Outcomes assessment and reporting to at least 50% of courses offered by the end of the 2010-2011 academic year. Goal is to have reached 100% prior to the midterm accreditation report due 2013.

Progress:

THIS IMPROVEMENT PLAN HAS BEEN FULFILLED. COPY AND PASTE FROM FOLLOW UP REPORT? BUT THEN HOW IS THIS DIFFERENT FROM FOLLOW UP TO THAT FURTHER DOWN IN THIS REPORT? NEED TO DISCUSS TO AVOID REDUNDANCY.

- As spring 2012, assessment of student learning outcomes and documentation of action plans was at about 94%. I believe projections show that we should be at 100% by 2013.
- Develop Program learning Outcomes and assessment measures for all degree and certificate programs by spring 2011.

- As of spring 2012, about 61% of programs have approved program learning outcomes and measures. Assessment of program learning outcomes and documentation of action plans was also at about 47% e have much further to go before we get to 100% but we anticipate there will be a big “push” for this soon.
- Complete one cycle of assessment, for the Health Sciences and Technical Educational divisions, that currently have established Program Learning Outcomes, by spring 2011. This will provide a documentation of a full assessment cycle in WEAVE Online that will provide models for other campus programs to follow. WHERE WAS THIS COPIED FROM? IT IS WRITTEN IN FUTURE TENSE THOUGH IT IS IN THE PAST ??
- Health Sciences has 78% and TEC has 55% of programs undergoing full cycles of assessment. ?? IS THIS A CURRENT ACCURATE FIGURE?
- Achieve full implementation of the WEAVE mapping functions by the end of fall 2011 that will allow all established programs to document the integration of course content, sequencing, and alignment with the stated outcomes of the programs and the college mission. HAS THIS OCCURRED? EVIDENCE?
- This information seems more relevant to Rec. # 1d: We have chosen to forego the curriculum mapping module within WEAVEonline due to the steep learning curve involved. We, at the time, did not have enough resources to train faculty members to use WEAVEonline’s curriculum mapping module and decided to build a curriculum mapping template locally. The current curriculum map captures courses eligible for the program, courses required for the program, and which courses PLOs are introduced, developed and/or mastered. What is the difference between WEAVE’s curriculum mapping module and “the current curriculum map” that is capturing courses?

II.A.2.a: Implement CurricUNET campus wide during the 2010-2011 academic year. Conduct training sessions to ensure that faculty play a central role in establishing and improving instructional courses and programs. Every two years administer an assessment process to determine how well these courses and programs are well documented and follow established procedures for the design, identification of learning outcomes, approval, administration, delivery, and evaluation.

Progress:

Need to have AP&P and SLO do formal assessment

–Has anyone spoken to AP&P, Melissa J?

#### II.A.2i:

- Complete General Education Program Learning Outcomes and related assessments by spring 2011, which will serve as a guide for administrators, faculty, and staff to begin assessing outcomes and to use the collected data and analysis for future planning and program improvement.

#### Progress:

Has someone checked with Lee G. and SLO Committee?

- Complete the establishment of Program Learning Outcomes for existing degree and certificate programs by 2011. This will further facilitate planning and quality improvement by allowing the assessment of Student Learning Outcomes in concentrated areas of study, supporting continuous quality improvement in all certificate and program areas.

PLOs have been slow going because they are overly cumbersome (in my opinion!) – need to discuss different method that might move this along

Also – need to identify which programs have approved but not entered in WEAVE. Need to contact each one and get them to do this – provide one on one training if needed.

We only have 62% of programs reporting approved outcomes in WEAVEonline. Need to specify which programs are completed and provided evidence in the form of WEAVE reports.

#### II.A.3b:

Within two years, develop and implement an Information Competency requirement through faculty dialogue and collaboration with the Academic Policies and Procedures Committee. After a year of implementation, conduct an assessment to its effect on how well students are competent in using various technology to improve learning.

#### Progress:

Library and AP&P? Has anyone talked to Carolyn B or other Library staff?

II.A.5: Each year the Institutional Research and Planning staff will lead the way in helping employees examine and improve current methods for systematically tracking student transfer rates, student performance on licensure examinations, and how employed graduates utilize their college experience. Results will demonstrate how well students are being appropriately prepared to meet current professional and industrial standards. The Department of Institutional Research and Planning, in conjunction with faculty, can thereby identify areas for program improvement.

Progress:

The Department of Institutional Effectiveness, Research and Planning worked closely with the Program Review Coordinator and Committee to establish common data elements for program review authors to respond to. With the help of the National Student Clearinghouse, transfer figures can be reported for the district, academic divisions as well as discipline. Student performance on licensure exams has proven to be a difficult metric to capture as exam attempts typically occur after a student leaves the institution.

Need minutes, WEAVE print out or online elements list, etc.

Have any areas for program improvement yet been identified?

II.C.1.: In conjunction with the Institutional Research and Planning staff, the Instructional Multimedia Center staff will seek out ways to identify and implement additional promotional strategies to educate the campus community of Instructional Multimedia Center services. By the end of 2012, evidence will be collected to assess how effective these promotional strategies have in increasing awareness of services provide by the Instructional Multimedia Center.

Progress:

Has anyone talked to Joseph West? Shirlene? Dr. Forte-Parnell?

II.C.1a: Every other year, librarians will review the Cataloging and Reclassification Project to determine if the entire media collection should be completed and placed



online for easy access. If completed, it should be further determined whether or not a change in the numbering system is necessary for effectiveness.

Progress:

Has Carolyn Burrell already done this?

II.C.1b: Every year staff assigned to the Instructional Multimedia Center will develop an assessment process that will measure the effectiveness of services to students. Data will be used as a method to improve services.

Progress:

The Department of Institutional Effectiveness, Research and Planning has just developed the first survey for the IMC and will be administered to the campus community during the Fall 2012 semester. In progress, when will this be calculated and finalized?

II.C.2: Beginning spring 2011, the name of the Writing Center Advisory Committee will change to a Learning Center Advisory Committee. The advisory committee members will consist of representation from all academic divisions as well as Student Services areas. Expanding the membership allows input and dialogue for a more coordinated mechanism for communication of the entire community.

Progress:

Has anyone checked with Learning Center – Diana Flores-Kagan, Agnes, Dr. Forte-Parnell? Get agendas, minutes, announcements, etc.)

### **Recommendations Follow Ups:**

Rec #1d: Assess program learning outcomes (PLOs) and provide evidence of program, student service and administrative changes and improvements as a result of changes made (II.A.1.a.; II.A.1.c).

Progress:

See PLO figures above.

Need to reinsert them here, preferably in a chart, Aaron V or Z can provide for this and the above section. Need to follow up on the question of “changes and improvements” – need to find out what, if any programs made changes or improvements based on their

PLOs. If no changes since the date of the Follow Up report, we can say that, but need to make sure. This is also being researched by Aaron V and Z right now for a report that Sharon is filing with the ACCJC in October. So we all need this information.

Rec #2a: To meet the standards, it is recommended that the college establish clear connection with and document the involvement of members of professions, association and professional organizations when curriculum is being modified and at other appropriate points in time to demonstrate input from vocational/occupational advisory boards and experts in the field so that the College can verify the quality of educational programs is based on experts in the profession (II.A.2.b).

Progress:

Need to talk to Karen Cowell, she can provide this information

Rec. #2b: To ensure each department is being consistently evaluated under the program review process it is recommended that the college develop a list of minimum areas considered to ensure a rigorous self examination is conducted consistently across the college (II.C.1).

Progress:

This is being done currently by Program Review. Carol Eastin and DIERP has all the info. Need minutes, narratives, evidence of training on the new rollout, etc.

## STANDARD COMMITTEE – II B

II B – Student Services

**IMPROVEMENT PLANS: None**

**RECOMMENDATION FOLLOW UPS: None**

## STANDARD COMMITTEE – III A & B

<a href="mailto:tcleveland@avc.edu">tcleveland@avc.edu</a>
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<a href="mailto:choover@avc.edu">choover@avc.edu</a>
<a href="mailto:nbrown@avc.edu">nbrown@avc.edu</a>
<a href="mailto:ehitchman@avc.edu">ehitchman@avc.edu</a>
<a href="mailto:dfickert@avc.edu">dfickert@avc.edu</a>
<a href="mailto:bsalameh@avc.edu">bsalameh@avc.edu</a>
<a href="mailto:aschroer@avc.edu">aschroer@avc.edu</a>
<a href="mailto:mmcgovern@avc.edu">mmcgovern@avc.edu</a>
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III A – Human Resources III B – Physical Resources
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### **IMPROVEMENT PLANS:**

III.A.1b: Confidential /Management/ Supervisory group and the vice president of human resources and employee relations, will establish a formal procedure and possibly revise the current evaluation form for Confidential/ Management/ Supervisory employees. This formal procedure will be incorporated into the district's Administrative Procedure.

#### Progress:

We have communicated with HR and got the history and the details regarding how they developed the plan. We are in the process of sorting the documents we have. We got side tracked a bit with the tri-chair issue that was finally resolved.

**RECOMMENDATION FOLLOW UPS: None**

## STANDARD COMMITTEE – III C & D

III C – Technology III D – Financial Resources
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**IMPROVEMENT PLANS: None**

### **RECOMMENDATION FOLLOW UPS:**

Rec. #2d: To meet the standards and to enhance the effectiveness of its technology, it is recommended that the college adjust its technology advisory committee structure to ensure that the needs of administrative and instructional computing are equally well addressed, and that this dialogue then results in equitable priorities, implementation, and budget allocations for all technology needs (III.C.1 and III.C.1.d).

Progress:

Rec. #3: To enhance the effectiveness of its technology, a variety of different levels of network security should be implemented to permit more flexible responses to instructional computing requests, while maintaining appropriate security for administrative data (III.C.1 and III.C.1.d).

Progress:

Rec. #4: To comply with the standards it is recommended that the college, when making its short-range financial plan, e.g. the annual budget of the college, consider its long-range financial obligation to pay the cost of the GASB 45 – Other Post-Employment Benefits (OPEB) as the costs are incurred instead of delaying payment to some future date. Specifically, the college is encouraged to prepare a comprehensive plan to prevent disruption of services offered to students by paying the Annual Required Contribution (ARC) determined using generally accepted accounting principles into an irrevocable trust fund at the amount equal to the actuarially determined Annual required Contribution (III.D.1.c).

Progress:

## STANDARD COMMITTEE – IV A & B

IV A - Leadership IV B - Governance
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### **IMPROVEMENT PLANS:**

IV.A: During the 2010-2011 academic year, develop and complete a campus survey for college constituencies in identifying additional strategies that will encourage, empower, and stimulate innovation in meeting the college mission. College Coordinating Council will review the results, select and implement the strategies that can most benefit student learning.

Progress:

IV.A.3: At the beginning of each academic year, reaffirm the definition and application of consensus to use in making recommendations (decision making) by governance councils, campus wide participatory governance committees, and taskforces.

Progress:

IV.A.4: Complete the submission of the substantive change report to establish the Palmdale Center as a location that is geographically apart from the Lancaster campus. The Center offers at least 50% of an educational program and supports the addition of courses that constitute 50 percent or more of a program offered through a mode of distance or electronic delivery.

Progress:

(Tina's notes: Per Sharon Lowry – this is done)

IV.A.5: Each year reinforce AP 2510 for consistency of posting and distribution of meeting agendas and minutes for governance councils, campus wide participatory governance committees, and taskforces.

Progress:

(Tina's notes: improved – need evidence)

**RECOMMENDATION FOLLOW UPS: None**