



**ANTELOPE VALLEY COLLEGE  
ACCREDITATION (CHAIR) MEETING  
October 10, 2013  
2:00 p.m. – 3:00 p.m. in SSV 151**

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. September 19, 2013 (attachment)**
- 5. DISCUSSION ITEM**
  - a. Accreditation Visit – October 18, 2013 Agenda**
  - b. Requested Interviews/Appointments – Expectations**
  - c. Supplemental Documentation**
  - d. Integrated Planning Diagram**
  - e. Follow-Up Report Review**
  - f. Call for membership Report**
- 6. REPORTS**

None
- 7. ACTION ITEM**

None
- 8. OTHER – OPEN FORUM**
- 9. ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

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## ACCREDITATION STEERING COMMITTEE CHAIR MINUTES

October 10, 2013  
2:00 p.m. – 3:00 p.m.  
Room A 140

**ATTENDANCE:** Sharon A. Lowry, Accreditation Liaison Officer; Tina McDermott, Faculty Co-Chair; **Standard IA & IB:** Dr. Tom O’Neil and Dr. Ronald Chapman; **Standard IIA & IIC:** Dr. Karen Cowell and Melanie Parker; **Standard IIB:** Dr. Nancy Bednar; **Standard IIIA & IIIB:** Terry Cleveland, Dr. Joseph Esdin, and Gwenette Preston; **Standard IIIC & IIID:** Ann Steinberg, Dr. Susan Lowry, and Scott Tuss; **Standard IVA & IVB:** Dr. Les Uhazy, and Michael Pesses;

**Committee members:** Nathan Skadsen; **Guest:** Carol Eastin and Carolyn Burrell

**Absent members:** Dr. Jill Zimmerman; Kim Fite; and Pamela Ford

*Minutes: Gloria M. Kastner*

### 1. CALL TO ORDER

The October 10, 2013 Accreditation Steering Committee Chair Meeting was called to order at 2:03 p.m. by the Faculty Accreditation Co-Chair, Ms. Tina McDermott.

### 2. OPENING COMMENTS FROM THE CO-CHAIRS – T. McDermott & S. Lowry

- Ms. McDermott indicated the meeting was called earlier than the originally scheduled October 17, 2013 in efforts to prepare for the October 18, 2013 Accreditation Visit.

### 3. OPENING COMMENTS FROM THE PUBLIC

- Dr. Karen Cowell expressed her gratitude to Ms. McDermott for the work performed to complete the Follow-Up Report.

### 4. APPROVAL OF MINUTES

#### a. September 19, 2013 (attachment)

Ms. McDermott indicated the approval of the minutes were not ready for review therefore would be tabled for action at a future meeting.

### 5. DISCUSSION ITEMS

#### a. Accreditation Visit – October 18, 2013

Ms. Tina McDermott and Ms. Sharon Lowry provided a brief overview of what the campus can expect with the upcoming visit. The chair leading the visit has been established as Mr. Randal Lawson, Executive Vice President of Academic Affairs at Santa Monica Community College. Mr. Lawson is familiar with Antelope Valley College (AVC) as this will be his third visit to AVC. He was a member on the 2004 Self-Study team and this will be his second Follow-Up visit. Mr. Lawson is well versed with the Accreditation visit process and will lead the Follow-Up Visit. He will be accompanied by Dr. Gary Williams who is the Instructional Assessment Specialist at Crafton Hills College. Dr. Williams was a member of the team who performed the 2010 Self-Study visit. They will review the submitted Follow-Up Report and the previous reports to determine if recommendations from the 2010 Self-Study have been addressed according to the standards. They will be concentrating their efforts on addressing Recommendation #1, #2, and #4. The first task of business for AVC campus constituents who may be part of the interview process is to thoroughly review the submitted Follow-Up Report and have a clear understanding of the content. In addition, it is important to become versed with the work completed after the submission of the report and preparation to provide this additional information to the team members. Ultimately, anyone requested to meet with the visiting team members need should be prepared to speak to the work completed up to the visit date. All answers should honestly reflect the work performed.

#### b. Requested Interviews/Appointments – Expectations

Ms. Lowry indicated interviews scheduled with the visiting team members will solely be based on speaking with the individuals who have insight on the recommendations (#1, #2, and #4) of the Follow-Up report. It is highly likely the following constituents will be requested to interview with the visiting team member on Friday, October 18, 2013 and should ensure their availability during the morning.

- SPBC Co-chairs, Program Review Coordinator, and the Student Learning Outcomes Committee Faculty Chair may be requested to speak to the progress made with Integrated Planning, Program Review, Student Learning Outcomes, and Governance (Dr. Meeta Goel, Ms. Maria Clinton, Ms. Carol Eastin, and Dr. Fredy Aviles)
- Vice President of Administrative Services and the Director of Business Services may be requested to speak to the work completed in regards to the GASB. (Ms. Mazie Brewington and Ms. Diana Keelen)
- The Director of ITS and the Co-Chairs for the Distance Education and Technology Committee may be requested to speak to the progress made on campus technology issues related to academia and the campus. (Mr. Rick Shaw, Dr. Nancy Bednar, and Dr. Charlotte-Forte Parnell)
- Dr. Karen Cowell may be requested to speak to the work and progress made on the Educational Master Plan and Advisory Committees.
- Dr. Charlotte Forte-Parnell and Ms. Carolyn Burrell may be requested to speak to the work and progress made in regards to the Library.

Ms. Lowry indicated this was the best estimation of campus constituents needing to be interviewed although once a solidified agenda is provided the Accreditation Co-Chair group and involved constituents will be notified. In the meantime, she requested all members keep their calendars open in the event the team requests interviews with alternate members. It is most probable a solidified agenda will be provided no later than Monday, October 14, 2013. Ms. Lowry stated the team visit is not an opportunity to go on a negative rant regarding the Districts' policies or procedures. If there is a serious complaint outside the areas being reviewed a letter can be sent to the Commission at any time detailing issues or concerns. The visit is simply the opportunity for the team to review the progress of work performed to meet the recommendations.

**c. Supplemental Documentation**

Ms. McDermott stated she is compiling additional evidence for the team visit. In efforts to demonstrate the work continued after the Follow-Up Report was submitted a supplemental booklet will be provided as evidence. She is still missing some documents to support the work completed and hopes to acquire this evidence in a timely manner to complete the booklet. All members being interviewed will be provided a booklet so they are versed in the additional evidence provided to the team. Dr. Nancy Bednar indicated a draft of the Information Technology (IT) Plan is being established and discussed at the Distance Education and Technology and the IT Committees and can be used as supplemental evidence. Ms. McDermott requested documented evidence supporting this work be forwarded to her for inclusion into the supplemental documentation booklet.

**d. Integrated Planning Diagram**

Due to the time constraints this item was not discussed.

**e. Follow-Up Report Review**

Due to the time constraints this item was not discussed.

**f. Call for Membership Report**

Ms. McDermott indicated members are needed for Standard I and IV. She requested chairs make efforts to identify potential members and solicit participation from campus constituents who can positively contribute to the work being done on campus.

**6. REPORTS**

None

**7. ACTION ITEMS**

None

**8. OPEN FORUM**

- On November 8, 2013 AVC will be hosting an Accreditation Commission Self-Study Training for Taft College and Santa Barbara City College from 9:00 a.m. – 3:00 p.m. in SSV 151. This is a training that is

provided to prepare institutions who are two years away from a full Self-Study. The Commission is opening the training opportunity to AVC campus constituents since we have agreed to host the training. This is a great opportunity for co-chairs and committee members to obtain training and all interested AVC campus constituents are encouraged to participate. There is a limited space available so reservations should be made with Ms. Gloria Kastner. The following committee members volunteered to participate: Ms. Tina McDermott, Dr. Karen Cowell, Sharon Lowry, Dr. Nancy Bednar, Ms. Gwenette Preston, Ms. Ann Steinberg, Mr. Mike Pesses, and Dr. Tom O'Neil.

**9. ADJOURNMENT**

The Accreditation Chair meeting was adjourned at 2:37 p.m. The next Accreditation Co-Chair meeting is set for November 19, 2013 at 1:30 p.m.