



**ANTELOPE VALLEY COLLEGE
ACCREDITATION MEETING
MAY 20, 2014
3:00 p.m. – 4:00 p.m. in L 201**

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**
None
- 5. DISCUSSION ITEM**
 - a. Accreditation Update – T. McDermott**
 - b. Welcome Back Day and Ramp Up Activities – T. McDermott**
 - c. Committee Restructuring – T. McDermott**
 - d. Handbook, Templates, and Getting Started – T. McDermott**
- 6. REPORTS**
None
- 7. ACTION ITEM**
None
- 8. OTHER – OPEN FORUM**
- 9. ADJOURNMENT**

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ACCREDITATION RAMP UP TO THE 2016 SELF STUDY REORGANIZATION MINUTES

May 20, 2014
3:00 p.m. – 4:00 p.m.
Room Library 201

ATTENDANCE: Tina McDermott, Faculty Co-Chair

Dr. Nancy Bednar, Carolyn Burrell, Dr. Ron Chapman, Svetlana Deplazes, Dr. Charlotte Forte-Parnell, Dr. Irit Gat, Christopher Hamilton, Dr. Jessica Harper, Norman Hines, Dr. Scott Lee, Rick Shaw, Jeff Stephens, Dr. Erin Vines, and Cynthia Wishka

Minutes: Gloria M. Kastner

1. CALL TO ORDER

Ms. Tina McDermott called the meeting to order by announcing the meeting will be a repeat of previously hosted meeting regarding reorganization needs for the 2016 Self-Study. She reported a duplicate meeting was established in efforts to ensure participants who could not attend the first meeting had the opportunity to hear the reasoning behind the need to restructure the Accreditation Steering Committee.

2. ACCREDITATION UPDATE

In anticipation of the revisions made to the ACCJC Standards, reorganization is needed to reflect revisions to content and structure of the 2016 report. A restructuring will make the report writing and evidence collection process more efficient, as well as utilize expertise and knowledge of people in direct alignment with the standards. ACCJC is currently undergoing a 2nd reading of revised standards and will produce the final draft June 6, 2014. She recommended committee members take an opportunity to review the revised standards for familiarity purposes.

Currently AVC is working the third follow-up report from the 2010 Self-Study recommendations 3 which specifically deal with Information Technology Services and Finance (GASB). Ms. McDermott indicated she is working with Mr. Rick Shaw and Ms. Diana Keelen to ensure the concerns of implementation of these two remaining items are being addressed and there is evidence to support work completed. She indicated we are in good shape in addressing the two remaining concerns of the commission. The draft will be forwarded to committee members prior to finalization, as well as distributed to the campus or review and input prior to obtaining Board of Trustee approval in September.

3. WELCOME BACK DAY AND RAMP UP ACTIVITIES

There will be Accreditation workshops hosted at the annual Welcome Back Day to provide an overview of faculty role and the imperativeness of institutionalizing the accreditation process on a daily basis. Ms. McDermott indicated she desires to establish a different Accreditation culture and will provide an overview of the positive aspects of the relationships formed between faculty, administration, staff, and community members through the Accreditation process. She would like to host a lunch gathering for team members in efforts to establish good working relationships among and within groups. This activity is currently being coordinated for the fall semester and there will be ample time provided to committee members to ensure availability.

4. COMMITTEE RESTRUCTURING

Ms. McDermott provided an overview of position definitions for campus committee:

Accreditation Liaison Officer (ALO):

The ALO serves as co-chair to the Accreditation Steering Committee. The ALO provides updates on accreditation issues to the FAC and the standards committees, provides direction and guidance to the FAC and the committees, advises on the direction of the report and issues that require resolution, and communicates matters of importance to the college administration and relevant governance committees. The ALO communicates and meets directly with the FAC on a regular basis to maintain deadlines, monitor progress, and resolve issues of concern.

Faculty Accreditation Coordinator (FAC):

The FAC serves as co-chair to the Accreditation Steering Committee and Coordinator of the self-study report. The FAC organizes meetings with Standard Team Leaders, sets deadlines for drafts and revisions, provides direction and guidance to Team Leaders and Experts as needed, reviews drafts, and provides

comments and feedback for improvement. Additionally, the FAC revises drafts as they approach final form from Team Leaders into one collective document for cohesion and flow of information. The FAC assures that evidence supports all claims written in the report, and that the evidence is cited and hyperlinked properly. The FAC meets with Team Leaders and the ALO on a regular basis to maintain deadlines, monitor progress, and resolve issues of concern.

Standard Team Leaders:

There are four (4) Team Leaders, one for each main standard (I, II, III, and IV). The Team Leader keeps the standard team organized, sets up meetings, and maintains deadlines. The Team Leader reviews and revises reports they receive from Experts, then forward drafts to the Accreditation Coordinator. The Team Leader will communicate directly with the Accreditation Coordinator regarding deadlines, revisions, and evidence.

Standard Expert:

Each lettered standard or sub-section (i.e., Std. 1A, 1B, and 1C) will have an Expert in charge of writing the report. The Expert is someone who has the expertise and knowledge of the area directly related to the standard, who will write a first draft, provide evidence, and work on revisions as needed. When the Expert has an issue that is outside their immediate area of knowledge and expertise, the Expert or the Team Leader will contact the appropriate person on campus who has the knowledge and that person will write the information in a report format for the Expert. The Expert may alternately ask a Content Collaborator to assist with coordinating this effort, but the Team Leader must be informed. The Expert will utilize the help and assistance of Content Collaborators as needed, to review and revise drafts, and collect evidence, and help with other issues as they arise. The Expert will communicate directly with the Team Leader regarding deadlines, revisions, and evidence. The Expert will adhere to deadlines for writing drafts and responding to queries.

Content Collaborators:

Content Collaborators will be assigned one of the four (4) standards and will be available to any of the Experts within that standard to provide assistance. Assistance will be in the form of: offering institutional knowledge related to the standard; assisting with writing when needed; finding and properly storing evidence; reviewing drafts and providing comments and feedback; helping the team stay on track for deadlines. Collaborators will communicate directly with the Standard Experts under the standard to which they are assigned.

Ms. McDermott indicated many positions have been established on standards based on expertise and positions but there are still some miscellaneous openings as content collaborators on individual standard committees and requested members to recruit campus constituents who would provide additional input.

5. HANDBOOK, TEMPLATES, AND GETTING STARTED

Ms. McDermott indicated she will continue to work on an Accreditation Handbook and hopes to have a draft ready for the fall 2014 kick off. Templates will be created to assist with documenting the process but emphasized the importance of creating a report document which effectively and efficiently provides data and factual reporting of campus work. The 2016 report will be written in a concise manner and will exclude lengthy narrative writing. The final 2016 self-study report is due October 2016.

6. ADJOURNMENT

The Accreditation Chair meeting was adjourned at 4:15 p.m.