

ACCREDITATION TASK FORCE

Friday, March 10, 2006

2:00 p.m., North Lounge

Minutes

Attending: S.Kinsella, J.Harmon, K.Wagman, J.Sandow, J.Keeler, L.Lockhart, M.Arvizu, R.DeReza, V.Martinez, C.Scattini, K.Child, L.Jennings, L.Franklin, S.Williams, Melinda, J.Maringer

Ken welcomed everyone and thanked the teams for their hard work. Input will be emailed. After the teams consider the input, they will submit a second draft by March 27 which will get routed to different committees and groups for additional input and will come back to the task force by April 7.

The task force will review IIC and IIID next Friday, March 17.

Task force members gave input and also agreed to email it to team members.

Verbal input given, Task Force will also email to Team Members

Technology Resources

Page	Report Text	Input
1	“However, like most California Community colleges, the institution is under funded.”	Does not add to the content
	“Gavilan Community College...”	Use “Gavilan College”
	“How does the institution evaluate the effectiveness of its technology in meeting its range of needs? How effectively are those needs met?”	<ul style="list-style-type: none"> • Include in planning agenda • Question is not answered fully • Mention Bitech, Reflections, phone registration, etc.
2	“...important issues such as: Section 508...”	Explain what Section 508 is
	“During May 2004, Gavilan College changed the District Technology Committee (DTC) as a District institutional committee. The...”	<ul style="list-style-type: none"> • Rewrite paragraph for clarity, sounds like tech committee was disbanded • Spell out acronyms throughout report
3	“...The college tries to adhere to the California Community College’s...”	Consider using different language for “adhere” such as “achieve”
4	“...However, there is still the lack of support to maintain repair and improve performance of this equipment, as well as a lack of training faculty, staff and students”	Consider using different language for “lack”, such as “insufficient”, and identify the level of personnel needed for appropriate support in the planning agenda
5	“Officially, the College has three committed that are charged with faculty and staff development.”	Include each groups’ participatory representation
	“...There are several specific objectives relating to technology training included in this goal. The effort has not been completed.”	Identify effort and what is needed to complete (could be included in planning agenda)
6	“...Currently, many job descriptions do not include appropriate technology competencies.”	Identify what “appropriate” means
	“Student training is required for several different disciplines...”	Include others such as poli sci, Spanish GASPAR, astronomy, biology, etc.
	“PLAN”	Include security needs for managing and securing software/hardware
7	“...According to the state’s TCO, there is still a lack of IT staff and support at Gavilan...”	Explain why you are using this as a standard
	“...The Section 508 plan has been presented to and approved by the District Technology Committee; however, it has not been implemented across campus because...”	Give a target date in planning agenda
11	“...The District Technology Committee considers these issues and makes recommendations for improvement...”	Include any follow up
	“...See link on our home page for measure E	Hard copy must be available

	information and the associated...”	
12	“How does the institution determine that technology needs in program and service areas are met effectively?”	Reference work done developing minimum standards, indicate where we are in the process
13	“1.The Technology Master plan is in the process of being updated.”	Include specific priorities

Human Resources

Page	Report Text	Input
3	“There are 26 classified Supervisory/Confidential staff members. Of this group, twenty (20) have Bachelors...”	Rewrite for clarification
4	“...The center is staffed 7 hours per day and offers a variety of courses to all staff.”	Identify staffing requirement
	“...Faculty hiring committees can have up to eight (8) faculty members in addition to ...”	It is 8 <u>total</u> participants in the hiring committee
	“Adjunct Faculty are hired by the Dean in charge of the particular discipline....”	Revise: “Adjunct Faculty are recommended for hiring by the Dean of the particular discipline with the assistance of the department chair ... ”
	“...The President of the college has final input on the design of the committee.”	Clarify statement
5	“All of the institution’s permanent employees are selected by a hiring committee that consists of representatives from the following constituent groups:...”	Rewrite, each committee is a different ad hoc committee
	“...The hiring committee for faculty consists of 85% faculty representation...”	Revise: use “majority” instead of giving a percentage
9	“...Classroom observations are done between the second (2 nd) and fourteenth (14 th) week of the semester...”	Will this change with the 16-week schedule?
11	“The performance evaluation process for adjunct faculty is not covered under the GCFA contract; however, a classroom observation for the purpose of evaluation is usually conducted...”	Clarify “usually”
13	“PLAN”	Include in plan: administrative evaluations, President’s evaluation could be a model
15	“...Research is collecting data on success rates and retention for all learning communities and comparing them to that of traditionally taught classes.”	Not currently being done, will resume when new researcher comes on board
	“The Basic Skills task force consists of a group of instructors and counselors...”	Check representation, managers and CSEA also participate
16	“PLAN”	Continue evaluation of student learning

		outcomes and assessment
19	“PLAN”	Jane will draft plan
21	“Provisions contained in the Management Handbook,...”	Handbook has been phased out, reference policies and procedures
22	“The institution demonstrates through policies and practices an appropriate understanding of and concern for issues of equity and diversity.”	Include GE diversity requirement
23	“...The Stand Together Group exists to promote and celebrate diversity, inclusiveness, and mutual respect in our campus community,...”	Not currently active, but can mention results due to the group’s previous activities such as trip to Museum of Tolerance, can mention activities of “Out Club”
25	“...The colleges publishes in many venues (class schedule, catalog, college website...”	What is published?
26	“The district has a strict problem resolution process that is publicized...”	Consider using other language for “strict” such as formal, collaborative, established, etc.
29	“Faculty members engage in at least four types of activities in order to maintain their currency...”	This is an incomplete repeat from page 27
33	“Standard 3 (Human Resources) References”	Cite specific Board policies and procedures unless internal documents are used