

ACCREDITATION TASK FORCE

Friday, March 17, 2007

2:00 p.m., North Lounge

MINUTES

Present: S.Kinsella, K.Wagman, T.Breen, M.Soares, L.Jennings, J.Sandow, R.Perez,
E.Cervantes, C.Scattini

Ken announced that the standard IIID has been moved back to next week. It will be reviewed along with standard I on March 24. Standard IIIB has been moved back to March 31. A revised schedule is posted on the web.

Ken thanked standard IIC team members for their hard work. Their second draft is due April 10. At that time it will be distributed to other committees and groups for input.

Task force members gave their input and will also email it to Rachel.

The meeting was adjourned at 3:07 p.m.

Verbal Input given, Task Force will also email to Team members

Library and Learning Support Services

Page	Report Text	Input
1	IA	<ul style="list-style-type: none"> • Answer all questions • Include information about accessibility and services for vision impaired • How are services delivered to students • “PLAN” could include progress and plan on air conditioning
2	“This requires stable “earmarked” funding.”	Has the budget amount changed
2	“Evaluation: The college needs to develop strategies for more consistently providing adequate and stable funding...”	Has the budgeted amount changed, reword for clarity
2	“Evaluation: The equipment and materials meet the criteria for this standard, with the exception of the Writing Center, which needs a new printer and scanner, as well as updated curriculum modules for faculty across the curriculum, updated web services, and services for non-credit students.”	Accreditation is not a funding request.
3	“Evaluation: Although the Media Center is adequately staffed at the present time the institution has expanded the functions of the media specialist to include technical assistance to the Gavilan Television Channel for “shows”...”	Check job description, other duties may need to go into “PLAN”.
3	“The Disability Resource Center (DRC), the largest of all on campus...”	Check for criteria used to indicate if it is the largest.
4	“The ESL lab, funded from the old Title V grant, has 34 stations specially equipped with software for learning English as a second language.”	What happens with ongoing funding needs
4	“Plan: See technology committee recommendations.”	State the recommendations, include media needs at off sites
4	“The CMAP facility on the Gavilan Campus houses master control which disseminates programming for 4 public access channels: 17, 18, 19, and 20.”	Include additional information regarding channel 18
5	“Evaluation: The college is committed to the success of GavTV, not only as a learning...”	Include what is being promoted, focus on channel 18
5	“The most recent projected, funded from a federal Title V grant, is on POL4...”	Spell out all titles and acronyms throughout report
6	“Plan: When funding is available, add library faculty and staff hours to provide services for faculty and students in the evening and off sites.”	Be specific what needs are

6	“Evaluation: All three areas need more professional and administrative support to help train students and support services staff.”	Identify what is working well and what is not, and be specific what the needs are
6	“Plan: Staff Resource Center should give the faculty trainer more hours, and extend the training sessions as needed...”	Identify what is working well and what is not, and be specific what the needs are
6	“The Tutoring Center should make ore tutors available, extend evening tutoring hours, and extend drop-in hours.”	<ul style="list-style-type: none"> • Include tutoring services available in other programs such as MESA, TRIO, etc. • Describe what is available and be specific what needs are • Include off site activities and needs
7	“Computer Labs”, “Television Studio/Channel 18”	Double check if information can be included in “N/A” responses.
8	“Our homepage...is one-stop shopping for library services, available 24/7.”	Use other terminology for “24/7” throughout report
8	“Evaluation: The library for years was open until 8 p.m. Monday through Thursday, Providing physical access and guidance for evening students. The library has a small staff, and there are no assigned hours for the evening students on the main campus, nor for students and faculty at the Morgan Hill and Hollister off sites, nor for community outreach.”	<ul style="list-style-type: none"> • Respond to previous accreditation recommendation regarding library staffing plan • Indicate what is the current status at the separate sites and the recommended level of service for each • Indicate available electronic services
8	“Plan: When funding is available, add one reference librarian and one classified staff...”	Check “5-year Faculty Hiring Plan for faculty hires, unit plans for classified hires, specify process if unit plan not available
8	“The tutoring Center is open Monday through Thursday...”	Include other programs that offer tutoring services such as math lab, TRIO, MESA, etc.
9	“Evaluation: All three areas need to extend access for evening, weekend, and off-site students.”	Be specific
9	“Plan:Staff Resource Center should give the faculty more hours, and extend the training sessions...”	Be specific, i.e., how many hours
10	“Description: Computer lab hours vary.”	What are they
10	“Plan: See technology committee recommendations.”	What are they
10	“Television Studio/Channel 18”	Double check to see if information can be included in “N/A” responses

11	“Security Design issues should be carefully planned in consultation with the library faculty and staff.”	Is there a check-out process for materials, how is it supervised
12	“Description: Most computer labs are alarmed.”	Be specific
12	“Plan: See technology committee recommendations.”	What are they
12	“Evaluation: Meets standards.”	State what we do to meet it
12	“Description: our resource dollar for library materials is greatly enhanced by participating in various consortia...”	Include collaboration with CMAP
14	“Evaluation: The Staff Resource Center, Writing Center, and Tutoring Center services are regularly evaluated on a regular basis, in a number of way, and meet the assessment criteria for this standard.”	What are the methods