

## **ACCREDITATION TASK FORCE**

Friday, March 31, 2006

2:00 p.m., North Lounge

### **NOTES**

Present: S.Kinsella, J.Harmon, K.Wagman, E.Cervantes, T.Breen, M.Soaes, K.Miller, C.Scattini, L.Jennings, L.Lockhart, J.Pruitt, V.Martinez, K.Warren, J.Sandow,

Ken Wagman thanked the standard team for their hard work. Task force members gave their input which they will also email or copy for them. Ken reminded the team that the second draft is due April 24.

Due to the lack of time, the task force will meet on April 7 to review Standard IIIB.

**Standard I** (notes from verbal input—individual task force members will email input)

<b>Page</b>	<b>Text</b>	<b>Input</b>
		Address all questions/bullets throughout report
		Hard copies of links cited needed for evidence for accreditation team
2	In a recent employee survey, 87 percent of respondents noted being neutral to strongly.	Rewrite for clarity—sounds like “neutral” is in agreement, suggest quoting all sections parenthetically throughout report
3	The current mission statement was approved by the Board of Trustees on June 12, 2001.	Double check date—January, 2006?
3	Using the institution’s governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.	Be precise throughout report—what is meant by “on a regular basis”
3	Environmental scanning and other research activities at the college are utilized in the review process of the mission statement.	Explain, expand, for clarity
5	The college has no formal plan for the periodic development of the strategic plan or the educational plan.	There is a strategic plan committee, check bylaws
5	These plans are often approved and then appear to be filed away without being communicated to relevant committees or used as the basis of their planning.	Validate with data, be precise throughout report—what is meant by “often”
5	In fact, many faculty and staff are unaware of institutional planning processes and timelines and feel uninvolved in campus decision-making.	Cite data
5	A planning & Budgeting Committee will be created and have broad representation, including representatives from all areas of the college, all vice presidents, and chairs from key campus committees, including the Educational master Plan Committee, Technology, and Facilities.	There is a budget committee, suggest include suggestions in planning agenda such as integration, coordination evaluation, retention, etc.
6	Questions: Who creates the Educational Master plan?	Larry Moeller is working on the update
7	The college, its programs, departments, and individuals would all benefit if both strengths and weaknesses were shared.	Include suggestions for collaboration, integration, etc. in planning agenda
7	This groups is also representative of each of the vice presidential areas – Instruction, Student Services, and Administrative Services.	Also includes 2 students
8	While the college shared governance and review process works in most cases, the college will endeavor to communicate opportunities to participate in the planning process at all levels.	Vague, rewrite for clarity

9	<p>The college will become more intentional and systematic about assessment of learning outcomes at the program level and in student service functions to ensure that institutional learning outcomes are supported through those developed at these levels. The college will seek to continually improve the use of documented assessment data and research in the major planning processes at the college.</p>	Vague, rewrite for clarity
11	<p>Individual programs and services undergo periodic reviews, both formal and informal, from appropriate state, curricular and collaborating agencies.</p>	Be specific, give examples
11	<p>The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.</p>	Include in plan activities of IEC and follow-up one year later, what needs are not being met