

ACCREDITATION MEETING

Friday, May 19, 2006

2:00 p.m., North Lounge

MINUTES

Present: K.Wagman, S.Kinsella, S.Carr, L.Lockhart, C.Scattini, E.Cervantez, M.Soares, V.Martinez, J.Sandow, Andy

Guests: J.Pruitt, J.Keeler, A.Kerr, A.Hipol, R.Pfenning

I. **Standard 1 – Institutional Mission and Effectiveness** – John Pruitt

- Page 2 – Change Jessie to Jesse
- Page 3 – Print out the information from the websites cited and put on reference page.
- Change “the Substantially Handicapped”... to “Adults with moderate to severe developmental delays”
- “College for Kids” to “College for Youth”
- If a standard meets evaluation so that there is no need for a plan, write ‘continue as present’
- Page 5 –The individual faculty development plans refer to \$250. Specify and separate committees. Use two separate sentences to clarify source.
- Page 6 – The plan sounds more like an evaluation than a plan. Make it sound more like a plan.
- The first paragraphs of the evaluation and the plan are repetitive. Take out the first paragraph under the plan.
- Page 7 – The bullets are not addressed. These need to be polished up. Change ‘four years’ to a range of 3-5 years.
- Stick in the Institutional Effectiveness Committee webpage as a reference.
- Page 12 (paragraph 3)– ‘IEC program is reviewed on established criteria every 4 years’, change to 3-5 years.

Due one week from today, May 26, 2006.

II. **Standard 3B – Physical Resources** – Joe Keller, Art Kerr, Ann Hipol

- Concern: Morgan Hill and Hollister do not seem to be mentioned very much.
- Page 2 – List Measure E Bond as a reference in the Reference List.
- Page 3-4 –District contracting with Merle Cannon – What are the quantitative results? Insert Merle’s report as a reference and pull out the specifics.
- Page 5 – Third paragraph, 2nd sentence – “Measure E has provided the funds to implement a computer replacement plan...”, reference the Technology Plan in support of this statement.
- Page 6 – In reference to the “How does the institution consider the needs of the programs and services when planning its buildings?” bullet, bring in information on State Requirements and reference Merle’s report.

- The first sentence, ‘upgrading now because we have the Measure E bond’, does not belong.
- The answer to the question, ‘How effectively does the institution use its physical resources?’ is, not well. Include some of the things the college has done to address this problem (block schedule, 16-week calendar, Bond \$, Instructional planning, etc.).
- Page 7 - Include information on the Security Plan of the college because some things have “disappeared”.
- “Additional staffing” – we should have 21 custodians, we have 8. Find out what the industry standard is, how far from the standard is everyone else, then compare ourselves to that; this should be included in the evaluation. Then mention what our plan is.
- Page 8 –Under “By what process does the institution assess the use of its facilities? How often does the evaluation occur? – Reference the Faculty Handbook when ‘daily work order process’ is mentioned.
- Page 10 – “Total Cost of Ownership”. Is there any written evidence? Check in the Facilities Master Plan.
- Page 10-11 – Include in the evaluation that there are many classrooms without air conditioning.
- Page 11, paragraph 2 – Cite the example of how the architects worked with the Natural Science group to redesign the Life Science and Chemistry building.
- Change the age of the campus from 3 decades to nearly 40 years old.
- Expand the A.D.A. acronym.
- Make sure to include the Educational Master Plan, the Strategic Plan and the State Guidelines for Reconstruction in the references.
- Include dates of documents.

Due in two weeks – June 2, 2006

III. **Standard 3D – Physical Resources** – Joe Keller, Ronda Pfenning

- Page 1 - Use currency style. K.Miller will make sure all rounding errors are fixed when we get the real numbers. Page 4 – Second paragraph under Description – Include the Board Policy number.
- Under the bullet, “Does the institution identify goals for achievement in any given budget cycle?”, reference the Five Year Faculty Plan
- Last paragraph – ‘Budget Guidelines’ - reference the Strategic Plan
- Page 5 (top) – Regarding the multi-year projections, 06-07 is the current budget.
- Paragraph 1 – Change 3D.19 to 3D.10
- Paragraph 2 – Bond was approved March 2004
- Page 6 – Put the bullet, “Does the Board and other institutional leadership receive...”, under the Evaluation.
- The Plan seems more like a suggestion; take out the word ‘should’.
- Page 7 – In the “As with all expenditures...” paragraph, the Refresh Plan (How to spend a million dollars) needs to be referenced.

- Page 9-10 – Move the entire bullet (“Does the institution establish funding ...”) to the description.
- Page 10 – Fix 07-07 and change 3D.10 to 3D.11
- Page 11 (paragraph 1) – ‘...\$3 million for retirement benefits...’ – Refer to a budget document.
- Page 12 – State who the Budget Calendar is distributed to and who it is approved by.
- Page 14 (top) – “For the fiscal years ending...6/3003...” change to 6/30/03
- Page 16 – The Plan should be lettered c.
- Page 17 – Plan – change ‘should be available’ to ‘will be available’.
- 5% Reserve Calculation – the dollar amounts do not tell much, put percentages.
- Page 18 – Check the lettering sequence.
- Page 19 – Take the relevant sections from 2A and cut and paste under the bullets.
- Page 20 – Spell out SBDC
- Page 21-22 – “...four workshops were scheduled...” – state *why* these four workshops were scheduled.
- Page 24 – Currency style
- Page 25 – From the 2003/2004 year to the 2004/2005 year there is a big increase. A footnote is needed to explain these numbers.
- Page 26 – In Table III D 3, MESA program’s grants should be included.

The date of completion is to be announced by Joe Keeler by the end of next week.

Final Review will be at the August 25th / September 1st meeting.

Meeting was adjourned at 3:44 p.m.

Prepared by Natasha Weintz