

ACCREDITATION TASK FORCE

Friday, September 22, 2006

2:00 p.m., North Lounge

NOTES

Present: S.Kinsella, A.Akinsete, K.Wagman, J.Sandow, F.Lozano, L.Jennings, L.Lockhart, E.Cervantes, J.Pruitt, J.Chargin, B.Donovan, C.Starr

Ken began the meeting at 2:07 p.m. He reviewed the timeline: this is the final task force meeting, all revisions will be made and sent for final formatting by September 25, campus forums have been scheduled for October 5 and 6, it will go to the Board of Trustees for information at the October 10 meeting, and for approval at the November 14 meeting. The Accreditation Team will visit in March. Input will continue to be taken at all these venues and by email.

Ken noted that a mini task force was set up to have another set of eyes to make sure questions were answered and that statements have corresponding evidence. In Some cases, text was moved from one standard to another, as appropriate, information was added for non-credit. The group agreed for Ken and Jan to move the planning agendas as appropriate. Ken and Jan will review the changes with governance groups such as President's Council and the administrative team.

The following input was given at the meeting:

I: Institutional Mission and Effectiveness

Page #	Standard Language	Input
2	The college headcount in Fall 2005 was 5,333.	Update through fall 2006
4	Future changes to the mission statement resulting from the annual review process needs to be reflected and incorporated in the major planning documents...	Rewrite, process is in place
4	PLAN: incorporate changes from the mission statement into the major planning documents including:...	NONE, has been done, move to description or evaluation, as appropriate.
5	In the last year, the Strategic Plan was drafted by administrators during the summer. While the draft was written without involving faculty or staff in this initial stage, the draft was shared extensively through the shared governance process, edited by various constituents groups, and approved by the president's Cabinet and the Board of Trustees. Future drafts will be completed with broader participation in the initial stages.	Rewrite <ul style="list-style-type: none">• delete "during the summer" (not relevant)• delete "While the draft..." (contradicts next sentence: "...the draft was shared extensively...")• delete "future drafts will be completed with broader..." (committee is in place)
6	Writing the draft is assigned to a single staff member and is not currently designed as a broad participatory activity.	It falls under the Strategic Planning Committee
6	The Educational Master plan is revised on a six-year cycle and is currently being drafted for 2006-2012.	It is a 5-year cycle

6	While the planning process for linking short-term, long-term and departmental goals is clearly defined, accountability and measurement can be more clearly delineated and understood.	Should it be a "PLAN"? Rewrite – it is clearly defined, the follow may need to be improved.
8	If the college is not achieving certain goals...	Rewrite using active voice
8	The plan is to creating a folder for each program...	Rewrite using active voice
11	Each unit at the college will develop measurement and assessment tools, and complete the assessment process on a minimum of one student outcome by May of 2007	Delete year
11	The educational Master results from the consultant-led internal and external service area environmental scanning, conducted on a six-year cycle...	It is a 5-year cycle
11-12	A Strategic Planning Committee (subcommittee of the President's Council) has been developed and meets quarterly...	Meets at least quarterly
12	Unit plans are developed annually with specific goals and objectives to accomplish the broader direction...	Need evidence
13	The IEC membership includes broad representation...	Indicate constituencies
13	The TRIO program is evaluated by the Department... The Nursing Department utilizes success rates...	Need evidence
13	The college has increasingly improved its ability to link planning processes to the budget; however the process is not clearly understood by all and could be improved upon. While budget guidelines are published and communicated through the shared governance process, the College Budget Committee and the Board Budget Subcommittee should develop clearly understood processes for prioritizing funding for strategic projects.	Rewrite, the Strategic Plan is the priority
14	Create a single entity to coordinate and guide the communication, accountability, and effectiveness and improvement efforts at the college for use in the shared governance process.	Delete, the entity is President's Council and has institutional focus

IV: Leadership and Governance

Page	Standard Language	Input
general		Be consistent when presenting data and references
1	Additional publications include the Student Handbook...	Handbook is not being published, substitute with "Student Rights and Responsibilities and Academic Standards"
2	The strategic plan is used to drive budget allocations and is published in the college's annual budget	Needs reference

3	As part of this effort student services and faculty have worked with management to produced Institutional Learning Outcomes...	Check reference
4	Of special note is an enrollment analysis study...	Needs reference
6	There have also been a number of changes that were initiated without extensive on-campus discussions...	Rewrite, review Board of Trustees agendas and discuss community interest
7	On occasion, the president and the governing board have, out of operational necessity, have made decisions against the desires of some college personnel.	Rewrite, review Board of Trustees agendas, define process
7	In the case of the noncredit program, while the decision to assign an administrator to the program was made quickly, all matters related to course...	Rewrite, review Board of Trustees agendas, define process
23	The three-vice president structure was restored; however; the Dean of Student Services position eliminated.	It is currently vacant, has not been eliminated
23	The net result of the reorganization was that two vice presidents shared supervisory responsibilities for...	rewrite
24	The Strategic Planning Committee is a relatively new committee at the college having been established in early 2006.	Check date
24	Two prominent examples where data was used to formulate strategies are an enrollment analysis study conducted by Spencer Hoskins and Associates...	Need reference
26	In the case of enrollment, statewide enrollment declined yet Gavilan's enrollment grew slightly but it did not grow as much as anticipated.	Update through fall 2006

IIA: Student Learning Programs and Services

Page	Standard Language	Input
throughout		Change reference from "student handbook" (no longer published), to Student Rights and Responsibilities and Academic Standards"
4	Other than changes that each program may want to undertake as a result of the IEC review, the impact of IEC evaluation on the college as a whole has often been negligible except when the committee has been enlisted to eliminate or restructure underperforming programs.	Rewrite, IEC has reviewed at risk programs, not enlisted to eliminate or restructure; committee includes representatives from all constituencies.
5	Many faculty feel this was not done sufficiently when the noncredit program was approved in November 2004. The president noted in an email communication to staff that there was \$400,000 available to the college from the state for educational services rendered under the umbrella of noncredit.	Rewrite, check date, funds not limited to noncredit

6	In general, travel and conference funds are not available to part-time faculty..	They are not “presently” available
13	One component of the process is a continual updating of each program’s unit plan.	Should this be a plan? Discuss VP of instruction turnover.
21	The IEC spend much of a year working with departments to aid them in developing unit plans, though this slowed progress in actual evaluation of programs.	IEC did not assist in the development of unit plans
42	The catalog and schedule are available upon request in alternate formats, such as Braille, large print, audio, and electronic text through the Disability Resource Center and/or the Vice president of Instruction and Vice president of Student Services.	Rewrite, available through DRC and Vice President of Student Services
49	Encourage faculty to place the following statement in their syllabi in order to send an important message to students that, while on open and even controversial dialogue is desirable in academic environment, their safety and comfort are important and necessary...	Rewrite, does not related to accreditation standards

The meeting was adjourned at 4:05 p.m.

Submitted by Angie Oropeza