

## Accreditation Steering Committee

### Meeting Notes

3.3.16

Attendees: ~~Georges Robles~~, Veronica Avila, Anita Muthyala-Kandula, Karen Hunter, Lorna Maynard, Randy Bryant, Mayra Cruz, Jason Bram, Mallory Newell, Susan Chu, Coleen Lee-Wheat, Marisa Spatafore, Brian Murphy, Lorrie Ranck, Melissa Epps

The committee reviewed the notes from the College Planning Committee meeting on February 4, 2016 ([http://deanza.edu/ir/planning/planning\\_files/CPC\\_Minutes\\_2.4.16.pdf](http://deanza.edu/ir/planning/planning_files/CPC_Minutes_2.4.16.pdf)). No changes were needed.

Heidi King gave a short training on how to use Office 360. Committee members explored the documents that are currently posted for each of the Self-Study teams. It was previously determined that all Self-Study drafts will be stored in the Office 365 drive. Newell will save a draft weekly as a backup. The folder can be accessed here: [https://foothilldeanza-my.sharepoint.com/personal/20033656\\_fhda\\_edu/Documents/Accreditation%202017](https://foothilldeanza-my.sharepoint.com/personal/20033656_fhda_edu/Documents/Accreditation%202017).

The group reviewed the newly created 2017 Accreditation website (<http://deanza.edu/accreditation/2017/index.html>). No changes were suggested at this time.

The group reviewed a draft proposal to College Council regarding the planning process. After the site visit in fall 2017 we will move to a 7 year cycle. To align the cycle with program review, the Educational Master Plan and the mid-term report, the group agreed that having a comprehensive program review every 6 years would be best. This way, the comprehensive program review always falls on the same year as the Mid-term report for accreditation and feeds into the Educational Master Plan the following year. It should be noted that this next cycle will include 7 APRU cycles before the Comprehensive in order to get on the 7-year cycle. After that, the Comprehensive will be every 6 years with a year of reflection after the comprehensive.

The second proposal to College Council is a set of questions to be answered by all shared governance groups in an attempt to close the loop on the annual planning cycle. The committee recommended that each group answer two questions at the end of the year to reflect on their processes, their alignment to equity and to the mission of the college. A subcommittee of CPC developed the following questions:

1. Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, the Institutional Core Competencies, and our commitment to equity?
2. Reflecting on your governance group's processes and practices over the past year, please identify what has been working and what changes you plan to implement over the next academic year to ensure continuous improvement?

The responses will be included in the annual Educational Master Plan update. A more robust set of questions may be drafted for the year of reflection. It was determined that these questions will replace the Annual Governance Assessment survey as the questions are a better assessment of the colleges' processes and practices in all areas aligned to our mission.

The third proposal to College Council is that in the fall of each year, the CPC reviews progress made on the Institutional Metrics as defined in the Educational Master Plan. Based on the review, the CPC will make a recommendation to College Council to focus its attention on one or a few key metrics in which we may not be achieving at the rate necessary to meet our goal by 2020. The recommendations will serve as a way to prioritize the college's attention on particular areas within the metrics. It will be up to

College Council how the college should focus its attention on the particular metrics. Newell will take the draft proposals to College Council for discussion and/or approval on March 10, 2016.

The group then reviewed the updated planning quilt which is now aligned to the 7-year cycle. Newell will also take this document to College Council for approval on March 10.

At the last meeting, the committee agreed that it would take responsibility for setting deadlines and sending reminders to the Self-Study teams. Newell has sent two reminders so far to provide updates and make suggestions on planning based on the timeline. Newell will continue to send a monthly reminder. Newell shared a document that will be used to monitor and track monthly progress on the Self-Study report ([https://foothilldeanza-my.sharepoint.com/personal/20033656\\_fhda\\_edu/\\_layouts/15/guestaccess.aspx?guestaccesstoken=aWup5rti%2fGVOQGbp5KpxhE013Mu8X2LdV7j1MAvfLZE%3d&docid=2\\_1f9515aae3c949e4821e7396197dd759](https://foothilldeanza-my.sharepoint.com/personal/20033656_fhda_edu/_layouts/15/guestaccess.aspx?guestaccesstoken=aWup5rti%2fGVOQGbp5KpxhE013Mu8X2LdV7j1MAvfLZE%3d&docid=2_1f9515aae3c949e4821e7396197dd759)). The due date of the status updates will coincide with our meetings so that we can review progress at each meeting. Newell has asked each member on the committee to make sure their respective governance group is sharing the information regarding the Office 365 drive, the progress template, and setting a timeline for completing the Self-Study report.

The group then reviewed our Accreditation Matrix with our assigned Standards and started to fill in the notes and evidence. Members began to sign up for various Standards which they will fill in by our next meeting. The group will also review the Self-Study report from Napa College as a model to follow: <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwjckCs4bTLAhVP2GMKHYz2BRsQjBAIJTAB&url=http%3A%2F%2Fwww.napavalley.edu%2FAboutNVC%2FPlanning%2Faccrreditation%2FPages%2FSelf-Evaluation2014.aspx&usg=AFQjCNEV1sWYjaEvZ8gt-gA1ZNrEFVF5kQ&sig2=ERWaLHMrP6TcAcRU2JmG3Q>.

The next meeting will focus on addressing the Standards. The meeting will be on April 7 from 3-5 in ADM 109.