College Mission Statement:
De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college’s Institutional Core Competencies:
- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Global, cultural, social and environmental awareness
- Critical thinking

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<tr>
<th>TOPIC</th>
<th>DISCUSSION LEADER(S)</th>
<th>OUTCOME/NOTES</th>
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<td>Notes from previous meeting Distributed: Oct. 29 notes</td>
<td>Spatafore</td>
<td>Accepted with two corrections to the list of those in attendance.</td>
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<td>College Council action on Accreditation Steering Committee governance recommendations</td>
<td>Spatafore et al.</td>
<td>Spatafore reported briefly on College Council action, based upon the recommendation of the Accreditation Steering Committee, to establish a working group on governance processes, communication (particularly the website), oversight and evaluation. She, Cook, Marquez and faculty member Bob Stockwell offered to serve on the group, for which, as emphasized by Marquez, others may be recruited as well. (Following the meeting, Haynes volunteered to Spatafore that he would like to participate.) Per College Council, the group will bring back a proposal to frame and accomplish the governance oversight tasks, including the development of a handbook, a product proposed by the Steering Committee. The advisability of the committee including a representative but manageable number of members was discussed. The initial working group members will likely meet once before the end of the calendar year and begin work in earnest in January.</td>
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| Updates and Discussion: Standards I, II, III, IV; SLOACs/SSLOACs/AUOACs | Team leaders; SLO leaders | **Standard I, Kramer**  
- Developing drafts  
- Determining to what degree to incorporate detail  
- Budget issues have had an impact  
- Inclusion of new distance learning guidelines remains a question (Spatafore will explore further)  
- Dec. 3 is the team’s internal deadline for drafts  
Anderson wondered where strategic planning initiatives are incorporated; Kramer noted several areas. Spatafore pointed out that the Educational Master Plan, a key focus for Standard I, included strategic planning. Anderson mentioned program review and resource allocation as a consideration.  
**Standard II, Anderson**  
- Careful analysis of team needs; only “red flag” is the need for additional inclusion on website of IPBT information to underscore excellent process used regarding budget reductions; Jeanpierre noted that process as key to the overarching issue of allocation of (diminished) resources. Spatafore and Marquez reminded the group that the improvement of governance websites would be addressed as part of the aforementioned governance recommendations.  
- Dec. 6 is the team’s internal deadline for drafts  
**Standard III, Jeanpierre, Metcalf**  
- Work proceeding very well  
- Carefully reviewing evaluation recommendations  
- Recent technology prioritizing project noted  
- Work on the Facilities Master Plan to commence in January  
- Financial aid being considered as part of finance element  
- District function mapping soon to be available, is needed  
- District Human Resources overview provided by the vice chancellor is part of HR section  
- Dec. 3 is the team’s internal deadline for drafts  
**Standard IV, Marquez**  
- Working draft compiled; subcommittee contributions to be reviewed by larger group  
- Some clarity needed regarding district/college functions; mapping likely useful for this group as well  
- Question regarding explicit delineation of presidential
authority; Murphy responded that it is likely found in Title 5 SLOACs/SSLOACs/AUOACs
Pape: • Program liaison workshops held
    • Mapping of program level outcomes to ICCs to be addressed
Haynes: • SSLOAC work being done in Counseling
    • AUOCs work ongoing in Finance and Educational Resources; discussions clarifying Academic Services programs in light of recent reorganization
    • Additional discussion has been held regarding six-year planning cycle
    • Interest in outcomes far exceeds basic necessity for accreditation; Murphy also spoke to the larger philosophical issues regarding student learning

Quick items: Accreditation surveys; mission promotion; ALO workshop; other

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| Spatafore noted that in light of the absence of research staff, who are at conference, analysis of the surveys for the group will be postponed until the Dec. 3 meeting. She pointed out in the faculty and staff survey the positive responses to awareness of the college mission, the quality of programs, and awareness of diversity, and offered that the less positive responses to the adequacy of student services staffing and physical resources would seem to reflect budget reductions. Collateral (e.g. posters) to promote further awareness of the mission will be developed in January. The mission statement has been added to the notes and agenda for this committee and will be included in College Council’s as well; the SSPBT agendas include the mission statement, and other committees will be encouraged to do the same.
Spatafore attended ACCJC’s ALO workshop the previous day in Pasadena and related information from other conference attendees regarding the necessity, well understood at De Anza, to develop the self-study in a consistent voice and the need to evaluate processes. She reported on changes to ACCJC manuals; it is unclear whether questions across the standards, contained in the newly published distance learning manual, must be answered in the De Anza self-study given the current phase and timeline; as noted above, Spatafore will pursue this. She lauded work done by the college’s SLO leadership and observed that De Anza is well positioned, a sentiment echoed by Anderson given his own recent conference attendance. |

Future meetings Dec. 3 and Feb. 11; Jan. to be discussed

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<td>A meeting will also be held Jan. 14.</td>
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