Accreditation Steering Committee Meeting
March 23, 2012

Draft Summary

Present: Mary Benard, Dotti Cordell, June Cressy, Salley Deaton, Helen Elias, Robbi Ewell, Berta Harris, Marilyn Harvey, Minou Spradley, Desiree van Saanen, Peter White, Xi Zhang

1. Mid-Term Report, Recommendation—Copies of the Draft Accreditation Mid-Term Report (Revised March 22, 2012) were distributed and revisions under Recommendation 1 and Recommendation 2 were presented.

   **Recommendation #1** - Salley indicated that the response to Recommendation 1 (I.B.3) was excerpted from the 2011-12 Master Plan, the 2010 SDCC Self Study and the March 20, 2011 Follow-up Report, with minor updates made to selected sections. It was suggested that divisional master plans, as well as the *New Contract Hiring Criteria*, be referenced in the narrative and attached as appendices, rather than including whole documents into the body of the Midterm Report. Salley led a brief discussion regarding the benefits of the TaskStream program in linking data to SLOs and institutional priorities, as well as report and self-study development for WASC.

   Desiree will forward the revised draft to Robbi for his inclusion of LRC/ILC and Technology updates (Standard II.C.1).

   **Recommendation #2** – Recommendation 2 with updates provided by Dotti were reviewed. A grid demonstrating SLO development/assessment at City was proposed for incorporation into the report. It was recommended that the information in the grid be summarized/presented in narrative form with the grid maintained as an appendix item.

   Committee members discussed timelines and possible deadline dates for program review including the option of running preliminary information out of TaskStream in early December 2012 so that faculty have ample time to review the data in January 2013. Faculty need to have ample time to make adjustments to the report (based on program review outcomes). It was noted that the draft Midterm Report must reach all constituent groups, including President’s Council, by spring 2013. The final report will be submitted by June 2013 to the Board’s Subcommittee on Accreditation and Student Learning Outcomes (to Lynn Neault). It was emphasized that, by accreditation standards, City College needs to demonstrate a “level of proficiency” in SLO assessment by Fall 2012.
Xi announced that Employee Satisfaction Surveys have been sent by DL to City employees. She encouraged everyone to complete and submit the survey. She explained that this survey is a follow-up to the 2009 Employee Perception Survey. The contrast identified between the two surveys and other key findings will be included in the Midterm Report, as appropriate.

**Recommendation #3** – Peter reported that the recommendation is being addressed through the test validation and disproportionate impact study that Cathy Hassan and Xi are doing for all three colleges. Our response will be drawn directly from the annual research reports now produced on this topic.

**District Recommendation #1** – Peter reported that District Recommendation #1 has been completed. The Board of Trustees adopted the required policy in December 2010.

**Planning Agenda Items** – Planning agenda items were reviewed for next steps as follows:

- PA #1: Use excerpts from Recommendation #2
- PA #2: Use excerpts from Recommendation 1
- PA #3: To be done by Mary B. with consultation with Jeanie Tyler (FLEX) and Elva Salinas (Professional Development/Title 5)
- PA #4: Peter will take lead (same as recommendation #3)
- PA #5: Mary to take lead
- PA #6: Wait for the hiring of City’s new Administrative Services VP. Some information may be available through the Review of Services Committee
- PA #7: Wait for the hiring of City’s new Administrative Services VP
- PA #8: Mary and Robbi to lead

2. **Steering Committee Meetings in Spring 2012** –

   Friday, May 4, 2012
   1:00 to 2:00 p.m.
   Room D-102