Accreditation Steering Committee Meeting
March 6, 2013
2:00-3:00 p.m.
Conference Room D-102

Summary (Revised 3/20/13)

Present:
Randy Barnes, Dotti Cordell, Helen Elias, Rob Ewell, Berta Harris, Sandra Pesce, Jeanie Tyler,
Desiree van Saanen, Denise Whisenhunt, Xi Zhang

Midterm Report – Overview and Updates:
Committee members reviewed and discussed updates to the latest version of the Midterm Report.

• **Facilities** – Jacque Bell updated Planning Agendas #6 and 7 regarding Facilities and Operations Management (edits included in report).

• **Planning Agenda #5** – Randy B. will contact Diversity Committee representatives Justin Akers and Deanne Shelton for updates for a plan to systematically recruit, mentor and support a diverse adjunct faculty pool. It was noted that there may not be much activity in this area due to ongoing cutbacks in adjunct hiring since 2010. However, Justin will work with Risk Manager Shawn Larry to obtain a current EEO Report. Randy will work with Elva Salinas to obtain information on Title 5 training events/workshops, as well as Jeanie Tyler for Flex programs and opportunities. Concern was raised that beyond a faculty guide, there seems to be no formal training for contract faculty.

• **Learning Resource Center** – This Friday, Rob E. will meet with LRC staff to review LRC particulars. The language for the report, as well as a draft of the LRC’s program review, should be ready by March 15. The LRC’s plan will be posted online and will be a dynamic document in that it will be updated continually.

• **Program Review Timelines** – the Master Planning and Resource Oversight Council (MPAROC) will review and approve a timeline for the development and submission of program review data. Committee members agreed that program review should be completed in the fall rather than spring semester. It was explained that if all plans are submitted to their respective deans by November 1, the information gleaned from the plans could be folded into a division plan by the end of the fall semester. In turn, the division plans could be completed before/by the time budget development is due on April 15.

• **Student Services Master Plan** – Helen E. will provide a narrative of the Student Services Master Plan for inclusion in the Midterm Report; there will be a link and/or reference to the Master Plan as an addendum.
• **Other items** – Jeanie T. and Denise W. offered to assist in the re-write of the report. Committee members should forward their changes to Randy separate from the report. He will imbed the changes/language into the report once he receives them. However, if edits are made directly in the actual document, additions should be underlined and deletions should be crossed out so he can identify where the changes occur.

• **Institutional Standards for Student Achievement (handout)**
  - Added to Annual Report
  - Randy to take to AS.
  - Will forward copies to committee members
  - Seems to be geared toward proprietary schools that have low retention rates.

**Spring 2013 Meeting Dates:**

Meeting dates for the Accreditation Steering Committee will be have been changed to 1st & 3rd Wednesdays (2nd/4th Wednesdays in a 5-week month), 2:00-3:00 p.m., room D-102.

March 20
April 10, 24
May 8, 22
June 5, 19