Accreditation Steering Committee Meeting
March 21, 2013
2:00-3:00 p.m.
Conference Room B-104

Summary

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

Midterm Report – Overview and Updates:

- **PA #2** – Sandra P. reported that updates to this section are progressing but are waiting for data from learning support services.

- **PA #3** – Jeanie T. reported she will meet with Elva Salinas in the next few days to develop an aggregate of activities and institutional processes that serve to train, orientate, and meet the professional development needs of faculty. She indicated that there has been no formal conversation regarding the orientation of new full-time faculty for several years. Last fall semester, AFT provided a FLEX opportunity but very few people attended. Jeanie will try to find the agenda for this event.

- **PA #5** – Randy B. received the EEO Plan and revisions of the adjunct hiring process from District. He will continue to work with Deanne Shelton of the SDCC Diversity Committee for updates regarding recruitment and hiring.

Committee members were urged to submit their assignments as soon as possible. Although the report is due to the Commission by October 15, the bulk of the document must be completed prior to Summer 2013 in order to ensure it is ready for BOT approval in September. A complete draft of the report must be reviewed by our shared governance constituent groups before the end of Spring ’13.

Annual Report:

Randy B. indicated that the Annual Report is nearing completion, pending job placement data for certificate and CTE programs to be provided by Rose LaMuraglia. The ACCJC has revised the report to include “Institution-Set Standards” for:

- Student course completion rates
- Student retention percentages
- Student degree completion
- Student transfer to 4-year colleges/universities
- Student certificate completion
Annual Report (continued):

It was noted that in addressing “Institution-set standards,” most colleges use data averages over a five-year range. In order to come up with a truer institutional standard, Xi will use this model and subtract one standard deviation (which measures the average variation of the annual outcomes from their 5-year period averages) from the 5-year average to make institutional standards for degree completion, transfer volume, and certificate completion. Randy B. will seek college consent for this model through the various councils.

Certificates of Performance – Helen E. provided procedural information regarding the processing and issuing of Certificates of Performance as follows:

- Students fill out the petition form in Evaluations (currently in A109) requesting the certificate in their program.
- Certificates are issued when the courses listed in the catalog are completed; they must be taken within the District; and passing grades have been posted.
- Evaluations staff, Elena Garduno, processes the forms, prints the Certificates, and calls the students for them to pick up in Evaluations.

Committee members discussed the need to provide quantifiable data related to Certificates of Performance for Accreditation and program development/evaluation. Helen E. indicated that Elena keeps a database of the Certificates including student name/CSID, Program Title and Department, semester and date when courses were completed and the certificate was awarded. She further noted that 495 Certificates of Performance were awarded in 2012.

Taskstream – Committee members raised concern that Taskstream may not reflect new courses and deactivations. It was noted that District should be updating Taskstream on an ongoing basis as curriculum changes are made.

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.

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