

Accreditation Steering Committee Meeting

Wednesday, March 13, 2019 | Academic Affairs Conference Room

Meeting began at 11:32 p.m.

Present: Ms. Karen Daar; Dr. Ruby Christian-Brougham; Ms. Michelle Fowles; Mr. Matthew Jordan; Mr. Tom Lopez; Mr. Florentino Manzano; Mr. Joshua Miller; Ms. Jeanne Owens; Dr. Sally Raskoff; Ms. Sarah Song; Ms. Hanh Tran

Not in Attendance: Mr. Mike Lee; Mr. Jonathan Hooker

1. Measurements of Progress on Activities for Quality Focus Essay (QFE) Action Projects

- K. Daar distributed the updated College Recommendation and QFE templates with information from the identified responsible parties added.
- The District has not yet communicated a timeline or the content of its narrative in response to recommendations at the District level. Steering committee members will be given this information as it becomes available.
- M. Fowles described the changes that have been made to the College Recommendations and QFE templates. Updates to the College Recommendations template include alignment with the QFE. The QFE template has been modified to include numbering and additional informational columns, including *Item Status & Outcomes if Applicable, Items Completed, In Progress, Discontinued, and Modified*.
- M. Fowles reported that items 1.1-1.8 are all under the umbrella of the Office of Institutional Research and are a part of ongoing efforts toward integrated planning, Vision for Success Goals, Educational Master Planning, etc. Her office has moved away from Tableau, but has fully implemented Microsoft Power BI in Program Review. The Research Agenda Approval and Implementation Plan has been updated. Improvement of training and online modules is still in progress. Office hours are available. 3CSN has been removed. Due to team expansion and higher capacity, her team is now working on an alignment grid to be shared with the various campus committees.
- M. Jordan reported on items 1-9-1.15. Most items are ongoing as part of a continuous cycle of improvement. Currently, OAC is completing program assessment and collecting feedback from faculty. Narrative related to Action Project #1 is ready for a drafting.
- T. Lopez reported on Action Project #2, citing the scheduling program referred to in number 2.1 as the biggest challenge. Evaluating the effectiveness of all campus space use cannot be done because the software is unavailable. Administrative Services may be able to assist with reaching out to the District for funding. M. Jordan clarified that Academic Affairs is able to provide accurate information on use of classrooms, but it requires someone to collect this data manually. A recommendation was made to modify the language in the Item Status column of 2.3 accordingly. M. Fowles asked how the room booking process functions. M. Jordan explained that David Quinteros in Academic Affairs schedules classrooms, but there is also a room book that can be accessed by

Academic Affairs staff. T. Lopez noted that Master Calendar takes care of other scheduling, but there are more events on campus that seem to be difficult to calendar, which affects the summer cleaning schedule. M. Fowles suggested that these items be highlighted for the ACCJC.

- H. Tran reported that all Information Technology items in Action Project #2 will be completed by December 18th. Some changes that are needed to the QFE were identified. The Information Technology department is still working on acquiring the new audio and video equipment. 2.11 is a combination of three projects and should be broken into 2.11a (physical security), 2.11b (building & room access system), and 2.11c (VOIP system). T. Lopez advised that cameras and access control systems are connected, but H. Tran responded that the access control is not the same as physical security.
- H. Tran recommended coordination with the Professional Development Office for item 2.12, especially with Office 365 and Cornerstone coming soon.
- S. Raskoff reported that Cornerstone will be launched by July 2019 and fulfills much of Action Project #3, including tracking requirements. J. Miller asked about the progress identifying where Professional Development fits in the shared governance structure. S. Raskoff responded that a recommendation is underway. A survey has been developed and was distributed last week.
- K. Daar requested that committee members submit their narratives and evidence to her by Wednesday, April 10th.

2. Past, Present and Future Activities Related to Visiting Team's Recommendations for Improvement

- The group reviewed the recommendations and summary from the 2016 Visiting Team Report on the Accreditation webpage, specifically section III.C.2 (Technology Resources). M. Fowles recommended that attendees review the 2016 Visiting Team Report to provide context for each recommendation.
 - K. Daar reviewed College Recommendation #2 (transfer and credit procedures). The LAVC catalog and website have been corrected to be in full compliance.
 - M. Jordan shared that he has been reviewing disaggregated data for College Recommendation #1, including Program Pathway and SLO data by demographic group and Enrollment and Achievement data modules in Program Review. M. Fowles has also been disaggregating data by a variety of demographic characteristics.
 - S. Song reported that she has contacted the Vice President of Administrative Services at Southwest College for their total cost of ownership model to be reviewed for development at LAVC. K. Daar reiterated that this needs to be done so that the campus can review the Midterm Report in fall in time for it to be forwarded to the Board of Trustees in spring.
 - S. Raskoff and J. Owens shared their progress on responding to College Recommendation #4. They have completed their portions and have begun writing their narrative. M. Fowles suggested that if anyone else is at this point, that they begin working on the narrative so that evidence can begin to be placed into the Midterm Report.
- 3. K. Daar requested narrative drafts with citations from all committee members. Members were asked to submit evidence to her for M. Fowles to upload into the Accreditation SharePoint.**
- ### **College Goals and Midterm Stretch Goals**

- M. Fowles shared that as part of the Annual Report that is due, the College is now required to include stretch goals for programs.

4. Annual Report and Annual Fiscal Report

- K. Daar shared the Annual Report and Annual Fiscal Report templates, which the ACCJC has made available for circulation as needed. The Annual Report, which focuses on enrollment, institutional-set standards, and how the College is meeting these standards, had required SLO information and associated narrative, but this requirement was removed this year.
- The Annual Report and Annual Fiscal Report provide a snapshot of where the College has been in the last three years. These reports are typically provided to a visiting team. This year's deadline is April 5th.
- M. Fowles shared that we have institutional-set standards, standards for CTE areas, and licensure information ready. IEPI goals may be used for stretch goals. M. Fowles proposed the use of IEPI goals for the Midterm Report while the Educational Master Plan is being revised to include the ACCJC's expectations of stretch goals and standards, Vision for Success goals, and other goals as part of a larger discussion. The committee agreed to move forward with this proposal.

5. Faculty Accreditation Co-Chair

- K. Daar announced that there has been interest in the position, and she will be meeting with the applicant soon.

Meeting was adjourned at 12:36 p.m.

Next Meeting: Wednesday, May 8th, 11:30 a.m., Academic Affairs Conference Room