

## Accreditation Steering Committee Meeting

Wednesday, January 23, 2019 | Academic Affairs Conference Room

Meeting began at 10:32 a.m.

*Present: Ms. Karen Daar; Ms. Michelle Fowles; Mr. Jonathan Hooker; Mr. Matthew Jordan; Mr. Tom Lopez, Ms. Jeanne Owens; Dr. Sally Raskoff; Ms. Sarah Song*

*Not in Attendance: Dr. Ruby Christian-Brougham; Mr. Mike Lee; Mr. Florentino Manzano; Mr. Josh Miller*

### **1. Timeline for Developing Midterm Report and Role of Steering Committee**

- A draft timeline for submitting the Midterm Report was reviewed.
- Accreditation Steering Committee meetings will be held as needed to fulfill obligations and create the publications that will be required by the Accrediting Commission for Community and Junior Colleges (ACCJC).
- The Vice Chancellor will coordinate a District response to improvement recommendations. K. Daar stressed the importance of remaining flexible, as the Board of Trustees may want to move approval timeline dates.
- A draft of the Midterm Report should be shared with the campus community for comment, possibly at a town hall type forum and/or by survey sometime in September.

### **2. Requirements for Midterm Report**

#### ***a.) Self-Identified Improvement Plans for Self-Evaluation***

- Changes and plans which arose from the Self-Evaluation process were reviewed, including action plans and anticipated outcomes.
- M. Fowles reported that the last time the links to gainful employment page was reviewed, it was accurate. Recent updates to the net cost calculator should be active.
- Plans are underway for the creation of templates with clear educational and career pathways using Guided Pathways resources. The Program Mapper tool is currently being developed with District funding.
- The Faculty Hiring Handbook has been updated.
- Communication with the Academic Senate is needed to assess improvements in involving adjunct faculty in campus life and offerings.
- Professional development opportunities have been expanded through the Institutional Effectiveness Partnership Initiative (IEPI), especially for classified staff. Cornerstone, an online professional development program, will be introduced to the campus soon.

#### ***b.) Response to Team Recommendations for Improvement***

- Three out of four of the last recommendations for improvement were already reflected in LAVC's Quality Focus Essay (QFE). The other recommendation was easily corrected soon after the visit.
- During the last comprehensive evaluation visit, the visiting team did not have any compliance recommendations for the campus. Compliance recommendations were provided to the District and addressed in the approved Follow-Up Report.

**c.) Data Trend Analysis**

- M. Fowles reported that the data on the Office of Institutional Effectiveness webpage that will be used for the Midterm Report Data Reporting form is due for updates as it has been about a year since the last review.
- M. Fowles added that the annual reporting requirements have expanded this year. Stretch goals are now required, in addition to institution self-standards, licensure, and job placement rates for Career Technical Education (CTE) programs. S. Song asked if stretch goals will need to be submitted every year. K. Daar added that more information will be coming, but that stretch goals may only be required for the Midterm Report. S. Song's office will be working with the District on some parts of the Fiscal Report data. M. Fowles reported that the campus will discuss the stretch goals as their alignment with Vision for Success is established and the Educational Master Plan (EMP) is revised.
- K. Daar shared that the Strategic Plan, or EMP, is being revised by the Educational Planning Committee (EPC). A draft should be available by the end of the summer for the campus community to review. The College is responsible for aligning the campus goals with the State Chancellor's Vision for Success Goals by the end of spring.

**d.) Report on Outcomes of Quality Focus Essay (QFE)**

- Attendees provided a broad overview of QFE items:
  - M. Fowles suggested the addition of columns: modified, complete, etc. to the QFE tracking tool.
  - M. Fowles suggested that the responsible parties provide a more detailed report on updates at the next meeting.
  - M. Fowles will include additional criteria to the QFE template to be completed by participants before the next Accreditation Steering Committee meeting on February 20th.
- T. Lopez asked about the items that are shown on the QFE tracking template and whether it will be included in the Midterm Report. K. Daar responded that yes, but in narrative form. This narrative will include identified action items, recommendations from the visiting team, data analysis and status updates for action items.
- M. Jordan noted that items in the QFE seem to be thematic; appearing in clusters that can be used to develop the Midterm Report. K. Daar agreed.
- M. Fowles suggested that the QFE template be sent out to all committee members so that everyone is aware of changes and modifications that are made at this meeting. M. Fowles also added that all items must have evidence.
- T. Lopez asked about College Recommendation for Improvement recommendation #3 and what total cost of ownership entails. M. Jordan added information on this, explaining that the total cost of ownership, such as the purchase of new software, must be taken into account on a broader level. M. Fowles and K. Daar suggested that all attendees review the LAVC 2016 Self-Evaluation Report on the Accreditation webpage.

**3. Status Report on Outcomes of Quality Focus Essay**

- QFE Action Project #1
  - The Office of Institutional Effectiveness has extended their hours to connect with campus constituents.
  - M. Fowles' office is still working on the metrics alignment.

- QFE Action Project #2
  - H. Tran reported that IT has upgraded wireless access for the entire campus. More upgrades are coming, but there has been new leadership at the District level at this time, so there could be some delay in implementation.
  - S. Song reported that an online Building Marshall training is being designed at the District level.
  - Campus-wide drills are being conducted once every semester and are followed by a survey that can be used as evidence for the report.
  - S. Song asked about the classroom presentations item. Some discussion ensued to clarify the action item requirements. The Committee agreed to create modifications.
  - The evaluation of the effectiveness of space usage was reviewed. T. Lopez reported that the bond and FPC's facilities module could be added as evidence.
  - Inventory needs and replacement plan are both connected to Program Review and can be used for reporting purposes.
  - Custodial positions have been analyzed and are waiting on funding allocations.
- QFE Action Project #3
  - S. Raskoff and J. Owens reported that PDIG has been changed to the IEPI committee and may even transition into a new, collaborative group to include both faculty and staff. Opportunities for professional development are underway, including Safe Spaces, Tech Fest, BUILD Book Club, as well as increased marketing of offerings.
  - S. Raskoff added that neither Jeanne nor her were in their current professional development positions at the time the action items were developed.

#### **4. Faculty Accreditation Co-Chair Position**

- Position requirements for the Faculty Accreditation Co-Chair position were reviewed. This position will work hand-in-hand with the Accreditation Liaison Officer, Vice President Karen Daar. K. Daar shared her preference for a full-time faculty member taking this assignment, and that this Instructor Special Assignment could be appointed. M. Fowles asked about the technology skill requirements. K. Daar responded that the position would require the management of information using microcomputer processing skills. M. Fowles suggested that the language might be changed to content and editing skills. M. Jordan suggested that all attendees work to advertise and recruit for this position.

#### **5. LAVC Accreditation Webpage**

- Recent changes have been made to the site, but it has not been finalized. J. Holladay-Collins reviewed these changes with attendees.
- Committee participants were asked to provide additional recommendations.

Meeting was adjourned at 11:27 a.m.

**Next Meeting: Wednesday, February 20<sup>th</sup>, 10:00 a.m., Academic Affairs Conference Room**