

Accreditation Steering Committee Notes

August 20, 2020, 1:00-2:00 p.m. via Zoom

Members present: Karen Daar, Chauncey Maddren, Lizbeth Martinez, Mike Lee, Ruby Christian-Brougham, Florentino Manzano, Yih-Mei Hu. Members absent: Barry Gribbons, Michelle Fowles.

1. Overview of the ACCJC Institutional Self-Evaluation Report (ISER) Process

Meeting started 1:05pm. K. Daar gave a brief history of the last two self-evaluations at LAVC: from 2011-2013 and again from 2014-2016.

- a. Visiting Team ISER Review and Focused Site Visit – K. Daar explained important changes in how ACCJC is conducting site visits and reviews of ISERs. The entire process will now be more interactive and formative.
 - The ISER report has to be submitted earlier to allow the visiting team a six-month period to review it in detail. The visiting team may compile a list of questions and/or request additional material. This will be taking place in early Fall 2022.
 - The ACCJC has also changed its practices to a “Focused Site Visit,” guided by focused inquiries with one or two visiting members. This is very different than past visits, where 10-15 people were here for a week looking at every aspect of the College.
 - If the ISER is well-written and thoroughly supported by concrete evidence, the visiting team may have no questions and no reason for a campus visit.
 - Site visits in the past were also an opportunity for learning/discovery by the visiting team but had considerable costs. For a nine campus District, expenses could be an issue for visiting teams – the District will likely get a visit, but we may not.
 - C. Maddren stated that the focus of preparing the ISER should not be on avoiding a visit.
 - K. Daar agreed – the report should be addressing the standards and identifying areas of improvement. A report with no issues is not the goal, as there are always areas that need improvement. The report should be self-reflective and the evidence should support the findings of our report. Visits at a college may occur if the narrative isn’t sufficiently supported by evidence.

- b. Organization of the ISER
 - The ACCJC provides an outline for the structure of the ISER and this will help guide the development of the report. There are additional resources for report preparation.
 - K. Daar shared a streamlined document that outlines the template of the report. This is largely unchanged, so it is a familiar format.
 - The real work of the campus is about diving into the standards and finding the evidence to support the narrative, as well as looking to see areas of improvement.
 - K. Daar listed all components of each standard.
 - Another important change is that the ACCJC wants a more *concise* report; the result would be a shorter narrative. This change means that the evidence we provide would be very critical in addressing each standard.

- c. Quality Focus Essay and Action Projects – These will be developed after teams analyze and weigh in on what we should work to improve in the next six years. The last QFE included better use of facilities/technology, more effective use of learning outcomes and College data, as well as an action project on professional development. There would be many details associated with each of our future QFE action projects.
- d. Proposed Timeline
 - K. Daar shared a preliminary timeline from now until the report is due in September 2022. The tri-chairs and teams will be formed in Fall 2020 and much of the writing will occur in 2021. An initial draft of the report will be sent out for review by participatory governance and campus at large in early 2022, with District approvals occurring in Summer 2022.
 - Currently a recruitment memo is being developed in order to include as many people in the ISER process as possible. Teams will be made up of full- and part-time faculty, classified staff from all three unions, administrators, and students.
 - During the writing process, K. Daar and Y. Hu will be helping and checking in regularly with all teams.
 - C. Maddren suggested more specific directions for the teams to meet monthly in the publicized version of the timeline.
- e. Role of the District
 - The District Accreditation Committee (DAC) is meeting again tomorrow, a committee chaired by R. Cornner and comprised of all ALOs, faculty co-chairs, college Presidents, and District staff.
 - K. Daar shared a chart from the last self-evaluation where the DAC had allocated primary, secondary, and shared responsibilities for each component of every standard (indicated in the chart by P, S, and SH respectively).
 - Every standard will have a District connection; this doesn't necessarily mean the District will contribute language for S or SH, but perhaps some evidence we need to include. Not many primaries for District until standard 3C/3D and standard 4C/4D.
 - Y. Hu added that R. Cornner will be sharing all District narrative with the colleges well in advance so that feedback can be communicated.

2. Standard Teams

- a. Tri-chair Selection (Administrator/Faculty/Staff)
 - In previous self-evaluations at LAVC, a tri-chair group led each of the standards. This has been a long-standing practice and worked well in the past. Tri-chairs are important in leading the review of the standard, providing resources, and encouraging discussion. The tri-chairs would lead the team on delegated tasks, but they would not be responsible for writing the entire standard themselves. Tri-chairs would ideally be familiar with aspects of the standard they are chairing.
 - K. Daar has already worked with the President to identify the administrator tri-chair lead for each of the standards.

- The goal is to involve as many faculty, staff, and students on the teams as possible.
 - The AFT1521A chapter chair serves as a member on the steering committee but would need to connect with other staff unions for recruitment.
 - K. Daar encouraged flexibility for staff, as this could be a professional development opportunity.
 - C. Maddren expressed the need to send out the recruitment memo shortly so that team formation could be discussed at IEC, Senate, and various chapter meetings.
 - C. Maddren suggested a targeted approach to ask faculty to identify students who might be good on the standards. The students would have to be highly motivated.
 - K. Daar stated that the students could use the opportunity to build their resume as well.
- b. Trainings
- October 2020 – training for all tri-chairs for all District colleges; date will be announced as soon as it is finalized.
 - November 2020 – training for all campus members serving on a team.
3. Campus Communication Updates
- a. Accreditation Webpage – Y. Hu has been updating. The website will also be used to post resources for the ISER.
 - b. Newsletters – Will be used for regular communications with campus body.
 - c. Other
 - C. Maddren will make recruitment part of his speech on Opening Day.
 - Accreditation jingle: Y. Hu will inquire with her resource.

Meeting adjourned 2:05pm
Notes taken by Yih-Mei Hu