

ACCREDITATION STEERING COMMITTEE

Members Present: Chiriboga, Brooks for
Cole, Gonzales, Johnson, McNeil, Meneses,
Nette, Perri, Satele, Wangler

A regular meeting of the Cuyamaca College Accreditation Steering Committee was held on Friday, November 4, 2005 in the TLC.



Agenda Item

Discussion

1. Approve Minutes

The minutes were approved as submitted. M/S/A with one abstention.

2. Review Team Compositions

The group reviewed the current team compositions and noted that Kristin Zink has resigned from Standard II-B.

3. Accreditation Arrangements

C. Chiriboga introduced the topic of coordination of evidence and Accreditation website in preparation for the Accreditation Visit. A. Nesta oversees the gathering of hardcopy evidence through the Archive Reserve in the Library and R. Rose oversees the process of information and evidence on the Accreditation website. The following was discussed.

Archive Reserve - Angela Nesta

A. Nesta distributed a draft of a *Accreditation Resource Submission Form*. She indicated that this form is also accessible on-line through the Accreditation website. Ms. Nesta proceeded to explain the intake process for the submission of hardcopy evidence for Accreditation. She systematically went through the areas on the form and the group discussed. After a brief discussion some minor changes were suggested to the form prior to dissemination to the college campus.

The importance of having hardcopy evidence for each item listed in the resources section of the Accreditation website was stressed.

Website - Rocky Rose

R. Rose explained the items that are now currently listed on the Accreditation website. He systematically went through the links on the home page, and explained the resource link to the group. Currently the evidence list is set up by Standard and cross-referenced alphabetically for ease of location.

As the home page links were reviewed, a discussion by the group surfaced on the *Standards Draft Materials* link. The group would need to decide accessibility to this link, and R. Rose indicated a separate website could be created with limited accessibility by key personnel. The group agreed to place this item on the next committee meeting agenda to allow time for further discussion.

4. Evidence Collection This agenda item was discussed above.

5. Standards Updates Standard I - G. Perri reported that the group had completed their rough drafts of the description portion and a meeting was planned for later today to review and to complete a reference materials list.

Standard II - T. McNeil reported that all the subcommittees were in the process of writing their drafts and they will meet the anticipated time line.

Standard III - A. Satele reported that some subcommittee drafts are complete and the deadline is set for 11/10.

Standard IV - M. Wangler reported for the group that Dana Quitner's office is working on the following initiatives in support of Standard IV:

- ◆ Mapping out district and college responsibilities
- ◆ Providing district/board level evidence for each relevant section in Standard IV

M. Gonzales added to the update and indicated the Standard IV team was working with themes to help them start with some baseline data, which will be incorporated into their draft descriptions. Their next meeting is scheduled in two weeks.

6. Surveys

Feedback due November 10. M. Wangler updated the group on the survey timeline and indicated feedback on the surveys should be submitted to him by November 10. Once received he will submit to District Research. K. Brooks reiterated the importance of working off the existing matrices to determine if all the areas of the Accreditation are covered. If not, additional questions can be submitted, but an effort should be made not to add too many new questions to the already lengthy survey. G. Perri explained that under Standard I the survey did not address adequately Institutional Mission, and she anticipated adding questions to address this standard more sufficiently. R. Johnson directed the group to refer to the Guide to Evaluating Institutions for possible survey assistance and questions.

Timelines. M. Wangler added that the survey timeline was attached and that the Accreditation co-chairs are scheduled to attend a joint meeting with Grossmont to finalize the surveys on December 9.

7. Other

The co-chairs updated the group on the program review web address, which has a link off of the Accreditation website resource page.