

Agenda
 October 30, 2015
 9:00 – 11:00 AM
 Academic Center 217

TOPIC	DESCRIPTION	INFORMATION/ DISCUSSION/ ACTION
1. Introduction and Overview (David Wain Coon)		Information
2. Proposed Timeline and Spring Meeting Schedule (Christina Leimer)	<ul style="list-style-type: none"> ● Review/Approve: <ul style="list-style-type: none"> ○ Fall 2015 - Spring 2017 timeline ○ Spring 2016 meeting schedule 	Information/ Discussion/ Action
3. Standards Committees Status Reports (Sarah Frye)	<ul style="list-style-type: none"> ● Report on status, needs, staffing, meeting schedule 	Information/ Discussion
4. Next Steps (David Wain Coon)	<ul style="list-style-type: none"> ● Next meeting: 12/4/15: <ul style="list-style-type: none"> ○ Debrief ACCJC Training ○ Self-Evaluation Strategy ○ Review Google Docs 	Information/ Discussion/ Action
5. Wrap Up/Adjourn (David Wain Coon)		Information



Accreditation Steering Task Force
Agenda
December 4, 2015
9:00 – 11:00 AM
Academic Center 217

TOPIC	DESCRIPTION	INFORMATION/ DISCUSSION/ ACTION
1. Overview (David Wain Coon)	<ul style="list-style-type: none"> • Status of BOG decision • Role of Standards' Champions • Debrief of Nov. 6 ACCJC Training 	Information
2. Google Docs (Sarah Frye)	<ul style="list-style-type: none"> • Review Google Docs 	Information/ Discussion
3. Standards Committee Reports (Sarah Frye)	<ul style="list-style-type: none"> • Report on status of each Standard • Report on key concerns for each Standard (gaps in programs, services, evidence, or processes, updates needed, etc.) 	Information/ Discussion
4. Timeline (Christina Leimer)	<ul style="list-style-type: none"> • Self-Evaluation Strategy • Standards Committees should set deadlines working backwards from the first draft due at end of spring 2016 	Information/ Discussion
5. Next Steps (David Wain Coon)	<ul style="list-style-type: none"> • Meeting schedule for spring semester • Next Meeting: 1/8/16 <ul style="list-style-type: none"> ○ Standards Committees Status Reports 	Information/ Discussion/ Action
6. Wrap Up/ Adjourn (David Wain Coon)		Information

College of Marin
Accreditation Steering Task Force
Meeting Minutes
December 4, 2015

Present: Sarah Frye, Christina Leimer, Beth Pratt, Susan Rahman, Cara Kreit, Carol Hernandez, Sara McKinnon, Carol Hildebrand (by phone), Yolanda Bellissimo, and David Wain Coon

Absent: Greg Nelson, Jonathan Eldridge

1. Reviewed Board of Governors decision directing state Chancellor's Office to develop a new model for accrediting the system's colleges. COM will continue to move forward with re-accreditation process with ACCJC.
2. Reviewed role of Standards' Champion including advocacy, support, problem solving and motivation.
3. Debrief ACCJC institutional self-evaluation training. It was the consensus that the training was informative, helpful, interactive and positive.
4. Reviewed Google Docs – with focus on navigation, strategies for maintaining evidence, writing and editing.
5. Standards Committee Status Reports:

Standard 1

- Fully staffed
- Sub-standards have been assigned
- April 8th – target for completion of drafts
- Meeting 2x monthly
- May need survey of faculty and staff to follow up on some items in the May 2011 planning process survey

Standard 2

- Fully staffed
- Engaged in fact finding – what's missing by way of evidence?
- Navigating Google Docs
- Meeting 2x monthly
- May need survey of students, referred them to CCSSE data as one existing source. If surveys are needed, coordinate their planning, development and administration to assure a good response.

Standard 3

- Individual meetings between co-chair (Sara) and reps from Human Resources, Professional Development Committee, Information Technology (IT), Facilities Planning Committee and Fiscal Services.
- Standard Committee met week of 11/30

Standard 4

- Co-chairs recently met
- Co-chair (Yolanda) meeting regularly with President's Office Staff with focus on Governance and Leadership.
- Focus on governing board role will begin spring semester.

Sarah (co-chair) and Christina (ALO) to join some of the Standards Committee meetings spring semester.

6. Reviewed proposed timeline for completion of draft self-evaluation. Came to consensus on the attached revised time-line.

7. Discuss Task Force meeting schedule for spring semester and agreed to the following meeting dates:

January 15 th	TBD
February 5 th	9:00 a.m. – 11:00 a.m.
March 4 th	9:00 a.m. – 11:00 a.m.
March 18 th	9:00 a.m. – 11:00 a.m.
April 1 st	9:00 a.m. – 11:00 a.m.
May 6 th	9:00 a.m. – 11:00 a.m.
June 3 rd	9:00 a.m. – 11:00 a.m.

Meeting adjourned.



Accreditation Steering Task Force

Agenda
January 15, 2016
9:00 – 11:00 AM
Academic Center 217

TOPIC	DESCRIPTION	INFORMATION/ DISCUSSION/ ACTION
1. Overview (David Wain Coon)	<ul style="list-style-type: none">• Updates from BOT Meeting 12/8/15	Information
2. Campus Involvement (Sarah Frye)	<ul style="list-style-type: none">• Debrief Jan 11 Flex Session• Brainstorm ideas for promoting campus awareness/involvement for spring/fall	Information/ Discussion
3. Standards Committees Status Reports (Sarah Frye)	<ul style="list-style-type: none">• Anything new to report?• What do you plan to accomplish by the end of January?	Information/ Discussion
4. Next Steps (Christina Leimer)	<ul style="list-style-type: none">• Next meeting: 2/5/16<ul style="list-style-type: none">○ Reminder: Standards Committee Status Reports○ Reminder: Standards Co-Chairs notify Christina and Sarah F. as sections are completed○ Identify issues to address at next meeting	Information/ Discussion
5. Wrap Up/Adjourn (David Wain Coon)		Information

College of Marin
Accreditation Steering Task Force
Meeting Minutes - DRAFT
January 15, 2016

Present: Sarah Frye, Christina Leimer, Beth Pratt, Cara Kreit, Carol Hernandez, Sara McKinnon, Carol Hildebrand, Yolanda Bellisimo, Greg Nelson,

Absent: David Wain Coon, Susan Rahman

1. Christina provided an update from the 12/8/15 BOT meeting on David's behalf: David shared the timeline leading up to the March 2017 site visit and discussed the role of the BOT in the accreditation process. Kathy Joyner will schedule a January meeting with Stephanie O'Brien, David Wain Coon, Yolanda Bellisimo, and Carol Hildebrand regarding Standard IV.
2. Sarah, Sara, and Yolanda reported on 1/11/16 Flex session.

Discussed promoting campus involvement. Decided Standards Committees would proofread drafts of other Standards in late April. Steering Committee will elicit broader proofreading of the final draft during fall 2016.

Additional ideas:

- Updates in President's Weekly Briefing.
- Spring Flex session focused on general info, guidelines for proofreading, and/or best practices.
- Visual aids such as brochures or pamphlets, calendar, coffee mugs, or t-shirts referencing the College Mission Statement, Strategic Master Plan, and Planning Model.
- Noted that students should know where to find SLOs for their courses.

3. Standards Committee Status Reports:

Standard 1

- Meeting 1/27/16 to review three first drafts
- Meeting 2/10/16 and 2/24/16 and 2x/mo. on Wednesdays after that.
- Cara and Carol will meet additionally to ensure work is getting done.

Standard 2

- Beth and Susan checked in over break, updated crosswalk in Google Drive.
- 2A and 2B have made much progress, 2C needs work
- Maula Allen will be a point person provide evidence for Math.

- Meeting 1/26/16 to look at progress and identify gaps in evidence.
- Meeting 2/23/16 and 2x/mo. on Tuesdays after that.

Standard 3

- Sara is waiting to hear from Kristina Combs regarding her sections.
- 3C Patrick Ekoue-totou provided information for 2-3 areas
- 3B to be started when Facilities Master Plan is complete after March BOT meeting.
- 3A Jonathan Eldridge is working on section regarding evaluations
- Noted the financial section is short, the planning sections are longer.

Standard 4

- 4A and 4B drafts are ready to be reviewed by David and Christina.
- 4C to be started after meeting with Stephanie O'Brien.
- Carol, Kathy Joyner, and Yolanda will divide the Standard and begin plugging in evidence.
- Yolanda created a list of plans which will be used as evidence. Christina will make updates to the list (location on the College website, date last revised, etc.).

4. Discussed agenda items for 2/5/16:

- Are there questions to take to 2016 ASCCC Accreditation Institute February 19-20?
- Examples of other colleges' description/evaluation sections.
- Beth will need to call in for this meeting.

Meeting adjourned.

Accreditation Steering Task Force

Agenda
February 5, 2016
9:00 – 11:00 AM
Academic Center 217

TOPIC	DESCRIPTION	Information/ Discussion/Action
1. Overview (David Wain Coon)	<ul style="list-style-type: none"> · Update from ACCJC training · Accreditation Institute February 19-20 	Information
2. Standards Committee Status Reports (Sarah Frye)	<ul style="list-style-type: none"> · Status Report · Key Concerns / Solutions · Goals for end of February 	Information/ Discussion
3. Campus Involvement (Sarah Frye)	<ul style="list-style-type: none"> · Updates for President’s Weekly Briefing: <ul style="list-style-type: none"> ○ Standard I: February 12 ○ Standard II: February 19 ○ Standard III: February 26 ○ Standard IV: April 4 	Action
4. Report on ACCJC Fall Action (David Wain Coon)	<ul style="list-style-type: none"> · Which schools did well · Look at description/evaluation sections 	Information/ Discussion
5. Questions? (Christina Leimer)	<ul style="list-style-type: none"> · For ASCCC Accreditation Institute or otherwise 	Discussion
6. Next Steps (Christina Leimer)	<ul style="list-style-type: none"> · ER 1-5 Responses · Reminders for next meeting on March 4: <ul style="list-style-type: none"> ○ Standards committee status reports ○ Identify any surveys needed ○ Be thinking of areas of concern for QFE ○ Co-Chairs notify Christina and Sarah F. as sections are completed ○ Update on various plans/revisions ○ Will invite Shook for March 4 or 18 ○ Other topics to address? 	Information/ Discussion
7. Wrap Up/Adjourn (David Wain Coon)		Information

College of Marin
Accreditation Steering Task Force
Meeting Minutes
February 5, 2016

Present: Sarah Frye, Christina Leimer, Beth Pratt (by phone), Susan Rahman (by phone), Cara Kreit (by phone), Carol Hernandez, Sara McKinnon (by phone), Carol Hildebrand (by phone), David Wain Coon (by phone), Nicole Oldendick

Absent: Yolanda Bellissimo, Greg Nelson

1. Overview

Sarah, Nicole Cruz and Cara will attend the Accreditation Institute 2/19/16-2/20/16.
Christina will attend the New Evaluator Training 2/26/16.

2. Standards Committee Status Reports

Standard 1

- On schedule
- Meeting 2x monthly
- Reviewing written Standard pieces and providing feedback
- Meeting with SLOAC 2/3/16 for 1.B.2. At same place with SLOs as at midterm report. SLOs are set at all levels.
 - Fleshing out Student Services SLOs.
 - Need to review Community Education. Carol Hildebrand, Sarah and Cara will meet.

Identified Gaps: 1.B.3 – Institution-set standards: questioning campus-wide communication and program level completion.

Standard 2

- Full committee met 1/26/16 and is scheduled to meet monthly
- Standard 2.A. is on track
- Standard 2.B. is on track with Tutoring/Library under review
- Standard 2.C. will be addressed at 2/11/16 meeting which Jonathan will attend. A survey may be needed.

Identified Gaps: 2.C. – Student Support Services: will determine more specific areas of concern after 2/11/16 meeting.

Standard 3

- Met on 2/3/16. Meetings scheduled over next month and a half.
- Facilities began writing and working toward new plan
- Standards 3.C.1., 3.C.2. and most of 3.C.4. drafted but not ready for review. Standard 3.D. will be drafted over the weekend.

Identified Gaps: No identified gaps.

Standard 4

- Standards 4.A. and 4.B. are under review with no known gaps
- Standard 4.C. is in progress

- Institutional Plans are being tracked by PRIE and are either completed or in progress

Identified Gaps: No identified gaps

3. Report on ACCJC Fall Action

Report is not yet available.

4. Questions for Follow Up

- Is program level completion required?
- Is a section required that specifically addresses ACCJC policies?

5. Additional Updates/Next Steps

- ER 1-5 Responses and data display in progress by PRIE
- Let Christina and Sarah know when documents are considered ready for review
- PRIE will start compiling hard copy files of evidence that will not change over time
- At next meeting consider topics for QFE. Look to the strategic plan unless there are other apparent big issues that arise.
- Identify any surveys needed. Coordinate all survey efforts.
- Save all URLs for items online. The current site will be maintained so all links will work until after the Site Visit.
- Christina Leimer, Sarah Frye, Nicole Oldendick and Shook will meet to discuss where to store electronic evidence and how to handle evidence that supports multiple standards.

Meeting adjourned.

Agenda
March 4, 2016
9:00 – 11:00 AM
Academic Center 217

TOPIC	DESCRIPTION	Information/ Discussion/ Action
8. Overview (David Wain Coon)	<ul style="list-style-type: none"> · Debrief ASCCC Accreditation Institute (Cara, Sarah, Nicole C.) · Debrief Evaluator Training (Christina) 	Information
9. Standards Committee Status Reports (Sarah Frye)	<ul style="list-style-type: none"> · Key concerns: <ul style="list-style-type: none"> ○ What data is needed ○ Areas to fix before site visit ○ Areas for QFE · Goals before March 18 Steering Task Force Meeting 	Information/ Discussion
10. QFE (Sarah Frye)	<ul style="list-style-type: none"> · Establish deadline for identifying areas for QFE 	Discussion
11. Eligibility Requirements and ACCJC Policies (Christina Leimer)	<ul style="list-style-type: none"> · Nicole O. is drafting ER 1-5 · Reminder to Standards Committees: Respond to Eligibility Requirements 6-21 as they appear in your standards · ACCJC Policies have been assigned authors (see list) 	Information
12. Questions		
13. Next Steps (Christina Leimer)	<ul style="list-style-type: none"> · Reminders for next meeting on 3/18/16: <ul style="list-style-type: none"> ○ Standard committee status reports ○ Update from Nicole/Shook regarding evidence ○ Other topics to address? ○ Note: College Plans Inventory on Google Docs 	Information/ Discussion
14. Wrap Up/Adjourn		Information

College of Marin
Accreditation Steering Task Force
Meeting Minutes
March 4, 2016

Present: Sarah Frye, Christina Leimer, Susan Rahman, Cara Kreit, Carol Hernandez, Sara McKinnon, Carol Hildebrand, Yolanda Bellisimo (by phone), Greg Nelson (by phone), Nicole Oldendick

Absent: David Wain Coon, Beth Pratt

6. Overview

- ASCCC Accreditation Institute Debrief
Nicole Cruz presented "Academic Senate Accreditation Institute, February 19, 20, 2016" Prezi which is posted on ASE-COM GoogleDocs. Nicole presented a similar version to Classified Senate. Nicole will also present this Prezi at a future Standard II meeting.

Sarah and Cara additionally attended the Accreditation Institute and reported their observations as well.

Students, faculty, and staff should be aware of accreditation and the college's initiatives therein. Suggestions were made to inform the college community:

- Share talking points with faculty to communicate in class sessions/syllabi
 - Posting in MyCOM Portal
 - Pop up in Moodle
 - ASCOM presentation each semester
- Evaluator Training Debrief
Christina attended the ACCJC New Evaluator Training for those who will serve on review teams in the upcoming year. Some overall points include:
 - Identified deficiencies in Standards should be addressed and planned for accordingly
 - Teams will use the CCCCO Data Mart and Student Success Score Card.
 - Go through the Self Evaluation with the ER and policies checklist.
 - Student completion/graduation rates will be increasingly emphasized in the future and considered an aspect of integrity.

7. Standards Committee Status Reports

Standard I:

- On schedule
- Meeting 2x a month
- Peer review of different sections occur at each meeting

Standard II:

- Meeting 2x a month
- Next meeting will be 3/15/16 which will be a peer review session. The responses will be posted in GoogleDocs for everyone's view after this meeting.
- Standard II.A. is on track and has partial drafts
- Standard II.B. is in the process of gathering evidence
- Standard II.C. has made headway after the recent Dean's meeting. Responsibilities for this Standard section have been delegated.

Standard III

- Standard III.A. 2nd draft is done except for two, pending the EEO and other evidence and HR review
- Standard III.B. met last week and brainstormed evidence; sent this on to Heidi and Laura
- Standard III.C. met on 2/26/16
- Standard III.D. first draft has been written. It will be reviewed and finalized by 3/11/16.

Standard IV

- Standards IV.A. and IV.B. have been reviewed with the president and there will be some edits
- Standard IV.C. will be discussed between the BOT and the president; presently compiling data needed.

Key Concerns

What data is needed, areas to fix before site visit and areas for QFE will be discussed at the next Steering Task Force meeting. Present discussion included:

- Time to degree and math course success, Statway
- At the end of addressing each Standard, state that the College also meets the related ER
- If evidence is pending, list it in the evidence section and state when it is expected
- Current initiatives may serve as inspiration, subject for QFE

8. Quality Focus Essay (QFE)

The Quality Focus Essay description (p. 3 of *Guide to Evaluating & Improving Institutions*) was presented and discussed

Accreditation Steering Task Force members will discuss the QFE with committees and determine if any potential action projects are rising to the surface. Discuss potential foci at next Steering Task Force meeting.

9. Eligibility Requirements and ACCJC Policies

- ER1 and ER5 are available for review on GoogleDocs
- ACCJC Policies are assigned to authors (list provided)

10. Next Steps

- Address key concerns in next Standard committee status report
- Nicole C. and Shook will present evidence sharing and structure at a future meeting
- Brainstorm on how to reach out to students and faculty
- Decide on QFE foci

Meeting adjourned.

Agenda
March 18, 2016
9:00 – 11:00 AM
Academic Center 217

TOPIC	DESCRIPTION	Information/ Discussion/ Action
15. Overview (David Wain Coon)	<ul style="list-style-type: none"> · Report on future of accreditation 	Information
16. Standards Committee Status Reports (Sarah Frye)	<ul style="list-style-type: none"> · Key concerns: <ul style="list-style-type: none"> ○ What data is needed ○ Areas to fix before site visit ○ Areas for QFE · Goals for April 1 Steering Task Force Meeting 	Information/ Discussion
17. QFE (Sarah Frye)	<ul style="list-style-type: none"> · Brainstorm/discuss areas for QFE 	Discussion
18. ER 1-5 and Commission Policies (Christina Leimer)	<ul style="list-style-type: none"> · Status Report 	Information
19. Next Steps (Christina Leimer)	<ul style="list-style-type: none"> · Reminders for next meeting on 4/1/16: <ul style="list-style-type: none"> ○ Standards committee status reports ○ Guidelines for formatting evidence ○ Schedule additional meeting in May? ○ Other topics to address? 	Information/ Discussion
20. Wrap Up/Adjourn (David Wain Coon)		Information

College of Marin
Accreditation Steering Task Force
Meeting Minutes - **DRAFT**
March 18, 2016

Present: David Wain Coon, Cara Kreit (by phone), Carol Hernandez, Christina Leimer, Greg Nelson (by phone), Jonathan Eldridge, Sara McKinnon, Sarah Frye, Nicole Oldendick

Absent: Carol Hildebrand, Beth Pratt, Susan Rahman, Yolanda Bellisimo

11. Overview

Report on future of accreditation

The president attended a statewide three day CEO symposium over the weekend. Prior to his retirement in April, State Chancellor Brice Harris will provide recommendations to the Board of Governors to continue to work with ACCJC while developing an alternative path for community college accreditation.

12. Standards Committee Status Reports

Standard I:

- Continuing to meet twice a month
- Continuing with peer review of each section at meetings
- By April 6, all sections will have been reviewed by the committee members
- Carol and Cara will then review and have the final first draft by April 18
- Cara would like a copy of the ACCJC Annual Report when complete

Standard II:

- Meeting twice a month
- Standard II.A. doesn't have complete information and is waiting on some faculty
- Standard II.B. David Patterson created a draft and it is now being reviewed by faculty and staff. The final first draft will be done by April 1.
- Standard II.C. drafts are in progress.

Standard III

- Met on April 16 and went through A, B, and C
- Standard III.A. is done and ready for review by Human Resources
- Standard III.B. meeting on March 18 with Laura
- Standard III.C.1 is done, III.C.2. is close to complete, III.C.3. is pending some information, III.C.4. is in progress, III.C.5. currently working with IT
- Standard III.D. first draft will be done by the end of next week

Standard IV

- David will complete the sections he is responsible for early next week
- Drafts are available for all other sections

13. QFE

Brainstorming and discussion yielded the following potential topics for the QFE:

- 1) Distance Education: This is already an area of focus, it is linked to the mission, there is an action plan
- 2) Math: There are existing initiatives to improve math performance, it is tied to the mission. However, it is also high stakes and requires buy-in from the math department.

- 3) FLIT: Student Prep, Orientation, College 101, Basic Skills: Grass roots, plan will be done in a few months. It is suggested that Cari be invited to the next meeting to flesh out ideas regarding this potential QFE topic and/or Distance Education.

Suggested criteria by which the QFE topic is chosen:

- Buy-in
- Alignment with Strategic Plan, Educational Master Plan, Mission and Program Review
- Connectivity to current momentum/existing initiatives
- Focused
- Equity and Access (SSSP, SEP, EEO Plans)
- Data Driven/Outcomes – analysis and research has led us to the topic and it is measurable
- Doable within the ACCJC timeframe

Final topics for the QFE will be decided on at the April 1 meeting.

14. ER 1-5 and Commission Policies

- ER 1 is written and posted with evidence
- ER 2 will be drafted by March 25
- ER 3 will be drafted by March 25
- ER 4 will be drafted by March 23
- ER 5 is written and posted with evidence, will be reviewed again once Standard III.D. is finalized since much of the language is the same
- The policies' responses that Christina is responsible for are drafted and will be available on Google Docs later today. The Policy on Representation of Accredited Status has been shared with Cabinet as well as with the Accreditation Steering Task Force.

15. Next Steps

The additional meeting date will be determined at the next meeting on April 1, if applicable.

Shook and Nicole will go over the guidelines for formatting evidence at a future meeting, TBD.

Agenda
April 1, 2016
9:00 – 11:00 AM
Academic Center 217

TOPIC	DESCRIPTION	Information/ Discussion/ Action
21. Overview (David Wain Coon)	<ul style="list-style-type: none"> · Preparing for reports to Senates and College Council in early May 	Information
22. Timeline (David Wain Coon)	<ul style="list-style-type: none"> · Review 	Information/ Discussion
23. Standards Committee Status Reports (Sarah Frye)	<ul style="list-style-type: none"> · Key concerns: <ul style="list-style-type: none"> ○ What data is needed ○ Areas to fix before site visit · Plan for feedback from Sarah and Christina 	Information/ Discussion
24. QFE (Sarah Frye)	<ul style="list-style-type: none"> · Recommended areas: DE, FLIT/College 101 · Cari Torres will discuss current status and help identify who to include · Discuss scope and timeframe · Reminder: Alignment between QFE and Standards 	Discussion
25. ER 1-5 (Christina Leimer)	<ul style="list-style-type: none"> · Update 	Information
26. Next Steps (Christina Leimer)	<ul style="list-style-type: none"> · Next meeting: 5/6/16 <ul style="list-style-type: none"> ○ Discuss first drafts of standards ○ Discuss formatting of evidence ○ Second drafts of standards due May 27 ○ Schedule additional meeting in May? 	Information/ Discussion
27. Wrap Up/Adjourn (David Wain Coon)		Information

College of Marin
Accreditation Steering Task Force
Meeting Minutes - **DRAFT**
April 1, 2016

Present: Cara Kreit, Carol Hernandez, Carol Hildebrand, Christina Leimer, David Wain Coon, Beth Pratt, Greg Nelson (by phone), Jonathan Eldridge, Sarah Frye, Yolanda Bellisimo, Cari Torres-Benavides (guest), Nicole Oldendick

Absent: Susan Rahman, Sara McKinnon

16. Overview

Task Force Co-Chairs are scheduled to share self-evaluation status with Senates and College Council in early May.

17. Timeline

The updated timeline's major changes include the addition of the QFE and formatting. The task force was reminded of the April 18 deadline for initial drafts and the May 27 deadline for final drafts.

18. ER 1-5

ER 1, 2, 4, and 5 first drafts are written and posted to Google Docs in the "Eligibility Requirements" folder. ER 3 will be drafted by April 4. The written responses to separate Commission Policies are posted in the "Commission Policies" folder. Designated writers for this section were reminded of the deadline by Christina at the most recent Cabinet meeting.

19. Standards Committee Status Reports

Standard I:

- On track
- Final meeting will be on April 16

Areas to fix before site visit:

- Institution-set standards for CTE. COM is below the standard for the Registered Dental Assisting Practical exam and there is not the necessary solidity in how the standards are set and monitored. Christina wrote up the process for Institution-set standards review, discussed at the Dean's meeting, which she will send to Cara. Place holder language for now is to state that it's being addressed by the VP and Dean.

What data is needed:

- SLO disaggregated data

Standard II:

- On track
- Standard II.A.3, 14, 15 evidence is posted but no narrative
- Standard II.A.2. may not be meeting standard but there are processes in place
- Beth will share narratives with Cara pertinent to I.B.3
- Standard II.B. is complete
- Standard II.C. is on track

Areas to fix before site visit:

- CTE area has some weak points

Standard III

- Met this week
- April 8 deadline for writers
- Standard III.A. second draft stage
- Standard III.B. drafted and will be reviewed next week
- Standard III.C. final draft will be complete next week after meeting with a third party for security assessment on Tuesday.
- Standard III.D. nailed down today after the PRAC role was clarified. It needs to be aligned with integrated planning.

Areas to fix before site visit:

- Assure that entire college is up to date on performance evaluations. The president will notify all managers and supervisors.

Standard IV

- The president is still working on his designated section

20. QFE

The recommended areas for the QFE are DE and FLIT/College 101. Report back on progress from the QFE is due in the midterm report, which is slated for 2020. The QFE needs to be aligned with the accreditation standards and status as written in the pertinent standard response narratives. The QFE also needs to align with institutional plans.

Distance Education: Cari presented on the current status of DE. COM is in the process of changing to the Canvas platform, which has already been vetted at the state level for CCC's. Canvas will be piloted in Spring 2017, with planned assessment of efficacy, and fully implemented in Fall 2017. Canvas is expected to improve faculty/student interaction and student/student interaction, which has been an area of weakness with Moodle. Faculty training in DE has also been an area of needed improvement, particularly accessibility, compliance with DE regulations such as authentication processes as audited by college staff, and the description of courses in syllabi. Trainings and workshops for DE faculty are increasingly available although training is not required. The Strategic Plan has a performance indicator to ensure every DE course offered has a score of 3 based on the statewide course design rubric. Some courses are on hiatus for Fall 2016 because success rates and/or evidence of regular participation are low. Faculty are working on redesigning these courses. The relevant standards to DE are SI.B.1, SI.B.3., SI.B.5, SI.B.6., SII.A.7., SIII.C.4.

College 101: Cari presented on the current status of College 101 (Humanities 101). Out of Performance Review emerged themes, which led to concrete SAS Committee recommendations to PRAC, then to the creation of the Basic Skills Master Plan Task Force and FLIT. After focus groups, there are now recommendations that are being implemented. College 101 is one of the recommendations. It now has a course outline of record and been through curriculum review. Pasadena City College has a model course and training program, which some COM faculty may be sent to attend. It is folded into other initiatives such as the work with local high schools and Summer Bridge. The relevant standards to College 101 are SI.A.3, SII.A.4, SII.A.14, SII.A.16, SII.C.2, SII.C.5. and relates to SI in terms of how it was developed.

Sarah is responsible for drafting the QFE. Sarah will reach out to Standards subcommittees and make sure they are where they need to be in relation to the QFE and will work with Cari and others as necessary to complete it. The plan outline will be complete by May 26 and the final draft will be done by August 5.

21. Next Steps

The next meeting will be May 6.

Discuss first drafts of standards:

- Sarah and Christina will review first drafts to make sure they responding directly to the substandard, congruency with other sections, and if there are any holes in what is written
- Sarah and Christina will provide in person feedback to writers, as arranged with subcommittee chairs, if requested
- Sections will be reviewed by subject matter experts as needed
- Subcommittee chairs will talk with initial writers to determine who will write the revisions

Formatting:

- Basic ACCJC formatting was sent to the Task Force via email and is up on Google Docs
- Subcommittee chairs are asked to assure the writers are formatting now to make the final draft easier to compile
- Additional COM-specific formatting will be provided between the first and second drafts
- Nicole C. and Shook will attend the next meeting to discuss formatting of evidence
- Nicole O. will do the final proofing and make sure the basic formatting is in place

Additional Meeting

- An additional meeting will be scheduled for May 26 from 12:00-2:00 pm, including lunch

Agenda
May 6, 2016
9:00 – 11:00 AM
Academic Center 217

TOPIC	DESCRIPTION	Information/ Discussion/ Action
28. Overview (David Wain Coon)	<ul style="list-style-type: none"> · Debrief reports to Classified and Academic Senates 	Information
29. Evidence (Nicole Cruz and Shook Chung)	<ul style="list-style-type: none"> · Guidelines 	Information
30. Standards Committee Status Reports (Sarah Frye and Christina Leimer)	<ul style="list-style-type: none"> · Overview of feedback · Questions about feedback, how is it going? · On track for 5/27/draft? 	Information/ Discussion
31. QFE (Sarah Frye)	<ul style="list-style-type: none"> · Outline will be complete by May 26 	Information
32. ERs and Commission Policies (Christina Leimer)	<ul style="list-style-type: none"> · ERs 1-5 Completed · ERs 6-21 Addressed in Standards · Commission Policies Update 	Information
33. Questions		Discussion
34. Next Steps (Christina Leimer)	<ul style="list-style-type: none"> · Next meeting: 5/26/16 <ul style="list-style-type: none"> ○ Reminder: Standards Committee Status Reports ○ Other issues to address? 	Information/ Discussion
35. Wrap Up/Adjourn (David Wain Coon)	<ul style="list-style-type: none"> · “Keeping it Real” 	Information

Present: Cara Kreit, Carol Hernandez, Carol Hildebrand, Christina Leimer, David Wain Coon, Greg Nelson, Jonathan Eldridge, Sara McKinnon, Sarah Frye, Susan Rahman, Nicole Cruz (guest), Shook Chung (guest), Kathy Joyner (guest), Nicole Oldendick

Absent: Yolanda Bellisimo, Elizabeth Pratt

22. Overview

Sarah and Christina debriefed on their presentations to the Classified and Academic Senates. Classified Senate was interested in how the site visit would happen and what they needed to know or do in order to help the process. The Academic Senate received information on the status of the drafts, timeline, and summer activity. The next presentation is to ASCOM and it is tentatively scheduled for Monday, May 8.

Action: Sarah will confirm presentation date to ASCOM.

23. Evidence

Shook Chung presented the "ASE Evidences Tracking Records 2016" spreadsheet in the "Evidences Folder" in Google Docs. This spreadsheet will be used to track and sort all evidence, check for correct names, multiple citations of the same piece of evidence, correct links, and to ensure the same conventions are used for each. All writers for the final drafts are responsible for entering evidence in this spreadsheet using the guidelines established.

Additionally, all pieces of evidence should be saved as a PDF or png and uploaded to the "PDF" or "images" folders within the "Evidences Folder" on Google Docs. Because the website will be migrating in June/July, and there may be webpages that dynamically change over time, having these files will ensure that the appropriate evidence is used and available. The name of the PDF/png should match the name of the evidence in the spreadsheet.

Action: Nicole O. will provide an example of the proper citation, labeling, and other guidelines associated with evidence for a substandard response narrative.

24. Standards Committee Status Reports

Christina distributed "Main Areas for Consideration on First Drafts," which includes a summary of what she and Sarah are looking for during this initial review. They have been meeting regularly to discuss each substandard response and are almost finished with all completed sections.

There are some instances where Christina and Sarah would like to meet with writers in order to assure a dialogue and get context on what has been written. Given that there may be varying degrees of interest in revision on behalf of the assigned writers, the co-chairs will be responsible to serve as the intermediary between writers and the editors and to pick up the slack where needed.

Action: Co-chairs will go back to their teams to gauge who has bowed out after writing their initial drafts and to coordinate the revision process accordingly.

Action: Christina and Sarah will send a list to the co-chairs of the specific standards that warrant further conversation.

Sara provided an update on Standard III:

- Standard III.A. is done

- Standards III.B. and III.D. are pending review by Greg
- Standard III.C. is pending review by Patrick
- Sara will provide an update on available documents for review on Monday

25. QFE

Sarah will have the QFE outline available at the next meeting on May 26.

26. ERs and Commission Policies

- ERs 1-5 are done
- ERs 6-21 are addressed in the standards
- There are some responses to Commission policies that are still outstanding

27. Questions

There were no posited questions.

28. Next Steps

Lunch will be provided at the May 26, 2016 meeting. Christina and Sarah will present on how the conversations with the writers have been going.

The May 27 deadline for final drafts still stands.

29. "Keeping it Real"

The president encouraged the team to think of the self-evaluation report as a way to tell the College's story. The team should get the sense of a living, vital institution. With that in mind, there is also no such thing as a perfect college. Writers should be positive when they can, and should not whitewash any problems. Problems should be acknowledged along with ways that the College plans to work on them. Even if they are not discussed in the report, issues will still come out in a different way so it is best to keep it real.

Agenda
May 26, 2016
12:00 – 2:00 PM
Academic Center 217

TOPIC	DESCRIPTION	Information/ Discussion/ Action
36. Overview (David Wain Coon)	<ul style="list-style-type: none"> · Last meeting until fall · Debrief reports to College Council, BOT 	Information
37. Standards Committees (Sarah Frye)	<ul style="list-style-type: none"> · Check in: <ul style="list-style-type: none"> ○ Questions about formatting evidence? ○ Any parts not finished? ○ Other concerns? 	Information/ Discussion
38. QFE (Sarah Frye)	<ul style="list-style-type: none"> · Review outline · First draft due August 5 	Information/ Discussion
39. Next Steps (Christina Leimer)	<ul style="list-style-type: none"> · Summer tasks and contact preferences · Fall Convocation/Flex activity/campus engagement: <ul style="list-style-type: none"> ○ Small group forums for review/feedback ○ Visit prep/mock interviews · Standards' peer review activity in fall 	Information/ Discussion
40. Questions		Discussion
41. Wrap Up/Adjourn (David Wain Coon)	<ul style="list-style-type: none"> · Standards co-chairs role for fall 	Information

College of Marin
Accreditation Steering Task Force
Meeting Minutes - **DRAFT**
May 26, 2016

Present: Carol Hernandez, Carol Hildebrand, Christina Leimer, Beth Pratt, Nicole Oldendick, Sarah Frye, Shook Chung (guest)

Absent: Cara Kreit, David Wain Coon, Greg Nelson, Jon Eldridge, Sara McKinnon, Susan Rahman, Yolanda Bellisimo

1. Overview

The next meeting will be in the fall semester.

2. Standards Committees

Standard co-chairs reported out:

Standard I (Carol Hernandez)

- All substandard drafts are done.
- Carol will review evidence within the next week.

Standard II (Beth Pratt)

- There is little evidence in CTE of assessing SLOs vs. industry-specific standards

Standard IV (Carol Hildebrand):

- IVC requires some work with the Board, which will be done at the Board Retreat in June.
- Yolanda is meeting with the president to work on the section related to the CEO.

The meeting attendees reviewed the ASE Evidences Tracking Records list in Google Docs. Those recording evidence should think about what is substantive and that any links work. If evidence is not yet available, indicate when it is expected in the last column.

The team reviewed the full report outline, provided in the *Manual for Institutional Self Evaluation*, October 2015.

3. QFE

Sarah will provide the QFE draft on July 15.

4. Next Steps

During the summer, Christina, Sarah, Nicole Cruz, Shook, and Nicole Oldendick will prepare the combined, formatted draft. They will meet next week to review formatting guidelines and determine a production schedule. Christina will begin bringing all sections into a single voice next week, starting with Standard I. She will also determine what cited evidence is substantial and pare down from there.

The standard co-chairs are responsible for recording and uploading any evidence that is still outstanding. The co-chairs will also continue to be the primary contacts for any needed follow up on drafts and evidence. Vacation schedules were discussed:

Sarah Frye out 6/6-6/24
Carol Hernandez out 6/29-7/16
Carol Hildebrand out 6/17-7/5
Beth Pratt out week of 6/7 and 7/1-7/11
Christina Leimer out 6/29-7/8
Shook out 6/8-6/13

The meeting attendees reviewed the Accreditation Timeline. Important dates include providing the report to Cabinet on August 22 and the Board of Trustees on September 15.

Action: Sarah will e-mail the Accreditation Timeline to Shook.