Minutes - Accreditation Oversight Committee
January 17, 2014

Present: Patrick Patterson, Clara Bantolina, Mike Liedemann, Jeff Stearns, Steven Shigemoto, Cynthia Smith, Erika Lacro, Marcia Roberts-Deutsch, Gerimi Tangonan, Jeffery Kanemoto

I. ACCJC Update
Marcia reported Chancellor Lacro went in person to gave a presentation to the ACCJC Board in California; her presence and testimony was well received. The College should receive notification of the ACCJC decision by early February. A current focus should be continuing efforts to inform and assuage concerns of students regarding their academic status.

II. Committee Reorganization
Marcia passed out a draft of a proposed restructuring of key committees; this proposal has also been shared with the Assessment committee.

The structure entails creation of an umbrella committee: the Campus Council for Institutional Effectiveness (CCIE); under this and linked by this committee are two focused committees – the Accreditation Task Force and Assessment Task Force. Committee membership is intended to balance necessary representation (based on position, not particular occupants) with a workable size. Ad hoc members will be added as needed for specific topics and tasks. This restructuring will include greater emphasis on committee members fulfilling important and significant representative responsibilities, e.g. consulting with and informing constituencies. There will need to be sufficient authority to implement decisions through committee members or administrative leaders. The IR representation can be shared by the two College IRs.
Committee members are to review and provide feedback. Proposed changes will be finalized at the February meeting, then forwarded to FSEC and SSEC for consultation and approval.

**III. Assessment Planning Calendar**
Marcia passed out the master assessment calendar she has created which combines and aligns various timelines and deadlines of assessment activities across the campus. The academic year will be bookended with an event in the Fall and an end of academic year showcase or sharing of assessment results end of Spring semester. Instructional assessment activities are the most complex and these timelines will continue to evolve.

Committee members were asked to review and comment on this draft by February meeting.

**IV. SharePoint**
Patrick reported to the group the possibilities of the SharePoint program (part of Office 365). The system is useful for collaboration as well as data storage, management and retrieval and is being adopted by the campus; it will be a primary tool for assessment purposes. This semester the structure will be created (hierarchy of data storage, creation of a lexicon of tag/vocabulary terms) and start of data input. This system will be used by all College members: administration, staff, faculty and students. Levels of security can be set for different groups and types of data storage. Reports of aggregate data can be generated.

**V. AIP review and status report**
Marcia asked committee members to take responsibility for fact-finding to update the status of AIP items. All members were asked to have their updates completed by the February meeting. Student leaders will also be asked to review and provide updates.

The status report should indicate whether the action item has been completed or what remains to be done, as well as what evidence exists of College meeting these AIP items.

Standard I = updated by Jeff Stearns.
Standard II = (don’t have in my notes)
Standard III A.1. a, b, d; III.A.6, III.A.2, III.B = updated by Marcia
Standard III A.1.c = updated by Pat
Standard III A.3.b = updated by Mike
Standard III A.4.a = updated by Steve
Standard III A.4.c = updated by Clara
Standard III A.5.a,b = updated by Steve and Clara
Standard III C – Marcia will work with Mike Meyer to update technology items.
Standard IV will be updated by Cynthia

VI. Next Meeting
The next meeting will take place February 21st, at 12:00, in room 6/101.