Minutes – Accreditation Oversight Committee  April 25, 2014
Convened 12:05 ; adjourned 12:50

Present: Marcia Roberts- Deutsch, Clara Bantolina, Steven Shigemoto, Cynthia Smith, Katy Ho-Middleton, Jeff Stearns, Jeffrey Kanemoto, Patrick Patterson, Mike Leidemann, Not Present: Russell Uyeno, Silvan Chung

I. Minutes from March 21 meeting
Minutes approved as written.

II. New Committee Structure and Charters
Marcia announced the FSEC approved the new committee structure. Now the Committee on Committees will work with FSEC and SSEC representatives to determine membership. These groups will be working with established assessment calendar. The Administrative retreat that occurs prior to the start of Fall semester will also help identify campus priorities.

III. Assessment Showcase
Administration is finalizing the agenda for planned Assessment Showcase event on Thursday, May 8, from 8:30 – 3:30. The day will consist of morning sessions providing overview discussions of accreditation and assessment needs. Wayne will share results of the non-instructional assessment survey recently conducted, and support units will provide their own reports on findings and goals. Different divisional/department representatives will share what they have done, as well as programs such as DE. There will be a working lunch, then an Assessment 101 session, and work on mapping, with an emphasis on linking Program Learning Outcomes to Institutional outcomes. These sessions should help set clear goals and priorities to pick up on in Fall. It was noted different units/departments are at different stages in development of SLOs, measurements and closing the loop. The goal will be having all attending take away useful examples, tools and models to emulate.

IV. Update on Actionable Improvement Plan
It was acknowledged many items on this AIP were addressed. The group identified remaining areas which should be prioritized. These included:

**Assessment**
* Keep it going (do not lapse after Warning push); integrate as ongoing expectations and activities
* Need to work on smoother process of inputting, storing, working with assessment information – likely through SharePoint. This will require structured roll out and training for campus use once storage organization is established. It was affirmed non-instructional units as well as students will all benefit from use of SharePoint; the ways Student Services might use it was briefly discussed. The fact that students will have access should be reemphasized as different privacy settings are established. The goal is to have some early adaptors pilot and better reveal possibilities of this program.

**Orientations**
*Discussed need to re-establish productive New Employee orientation sessions. Faculty development committee is focused on this.
*Major governance committees need formalized orientation processes and materials.
**Student issues**
Student identification of key topics was discussed, including:
Noting disruption in classes and scheduling due to construction.
Student Senate needs to do more assessment of what students want.
Lounge is a critical site for students to connect and build communities, with MELE students playing a key role in this. More community spaces are needed.

**Staff Development Activities**
* One goal is revitalizing staff development activities in coming year. The topics that are of greatest interest and use need to be identified - and new folks and long time veterans will have different needs
* The issue of freeing up staff remains a key concern (cannot expect folks to give up lunch; supervisors must provide release time for attendance at events.)

**VII. End of Year Report**
Marcia will send out a summary draft of the end of the year report of key achievements of the committee and recommendations for next year focus. The AOC will need to deal in coming semesters with: Follow up report to ACCJC in mid-October 2014; Midterm report in Spring 2015 and gearing up for next self-study by 2015.

Marcia concluded the meeting by thanking the members for their service on the committee.