Accreditation Self-Study Committee, Standard IIC – Minutes
February 4, 2011
Present: Stefanie Sasaki (recorder), Femar Lee, Charles Miller, Frank Mauz, Cyndi Uyehara, Miles Nakanishi
Absent: Jon Blumhardt

Library Survey -
Stefanie updated the committee on the status of the revised library survey. She worked with Irene Mesina (Head Librarian), as well as the library staff in the revision. (Copies of the survey, old/2005 and new/2011, were circulated to the group for discussion.) In general, the survey still contains many of the same targeted questions that were on the 2005 questionnaire. A number of questions were consolidated and a handful was removed.

Stefanie also met with Ross Egloria (Assessment Specialist) for feedback on the updated survey. The following are highlights of Ross' suggestions for the committee:

- It would be good to anticipate the same number of results as the 2005 survey. (approximately 600 completed surveys were received)
- Survey a cross-section of the campus - difference courses, subjects/departments, instructors.
- Contact James Niino to have a sampling of apprentice classes surveyed.
- Do an e-mail blast of the survey to only faculty/staff. We'll get better results from students with in-class paper surveys.
- Run the survey for at least 3 weeks. (Feb. 28 – March 18)
- Ross can turn the hard-copy survey into an e-version very simply, just feed him the final draft. The library can then put the link on their homepage for online access.
- The committee should address in their self-study any changes that were made from the 2005 survey results: Stefanie mentioned the 2nd photocopier that was purchased based on student suggestions; Cyndy said we could include improvements with the mold, carpeting, and security.

The committee discussed ideas for tabulating the large number of paper surveys. Femar suggested using the portable laptops within the classrooms...students could access the survey link from the library homepage. Another idea was to walk students from their classroom to the math classroom(s) that already have computers in building 7.

There was worry over possible inaccuracy when hand-tabulating results.

Cyndi wondered if the committee could make use of scantron or scantron-like testing tools.

Miles will inquire with Jon Blumhardt about options (e-bridge?) for tabulating hard copy surveys, as well as the cost of survey copies.

The committee decided to survey two classes per department. Femar will go through the schedule of classes to randomly select classes. Stefanie will select to survey a number of instructors that regularly brings their classes into the library for research sessions.

Stefanie informed the group that results from a fall 2010 “Library Instruction Follow-up Survey” will help support their SLO. She will share more information at the next meeting.

Educational Media Center (EMC) Survey -
The EMC completed an online survey last fall. Does EMC service students directly? Were the results of the survey only from faculty, staff, and vendors? Refer questions to Jon.
**College Skills Center (CSC)**
Femar & Charles: A lot of the previous data for CSC no longer applies now. Re-org ongoing. What direction should the committee follow now that CSC has changed in scope/focus. CSC is now tutoring, testing, and service learning. CSC usually runs their survey at the end of the semester, so we may use data results from fall 2010. They are still in transition.

**“Questions to use in institutional evaluation”**
The committee reviewed the questions and discussed areas that needed to be looked at further. Discussion is to continue at next meeting.

**Interviews**
Who do we need to interview? Irene, Ken (financial, budget?)

Next meeting: Thursday, February 10 at 1:30pm Bldg 7/421