Accreditation Self-Study Committee, Standard IIC – Minutes
November 12, 2010

Present: Stefanie Sasaki, Femar Lee, Charles Miller, Frank Mauz, Cyndi Uyehara
Meeting began: 11:00am in 7-401

Jon Blumhardt posted surveys given by committee members to the listserv. Members looked over surveys and made comments during the meeting.

Cyndi was able to locate her binder filled with documentations from the last accreditation, which will be a tremendous help to the committee.

Questions about a support system for the accreditation self-study committees were posed. During the last accreditation, the committees had David Cleveland as one of the support people. Will we have someone like him? It was suggested that we wait and see how the other accreditation self-study committees will undertake the distributing and analyzing of surveys. It was recommended that data given online would be more accurate than pencil/paper surveys. Members discussed online surveys such as survey monkey.

How will we motivate students to take a survey? Would there by any way to determine if a certain student took a particular survey so that points maybe given by their instructor? Is this even possible?

It was decided that documentation needed for each learning support services and the library is the responsibility of each sub-committee. According to Cyndi, the committee in the last accreditation used the library survey that was posted by Jon and they also interviewed Irene, Ken, and other librarians. A set of questions were created by the committee and given before hand.

The student learning outcome for the library will be difficult to evaluate. How do you evaluate when you don’t see the final product? It was suggested that a question about critical thinking be placed in the survey to address the SLO. How to word the question is a work in progress.
Since the developmental Math and English courses are no longer under the College Skills Center, the committee recommended that the emphasis be on the drop in tutoring services offered. The challenge will be how to measure the effectiveness that tutoring had on a student’s success.

The committee members decided to bring back the “Questions to Use in the Institutional Evaluation” for Standard IIC to the different learning support system and discuss whether or not the existing surveys will answer the questions, or do the surveys need to be revised to answer the questions. Stefanie will bring back the library survey and questions to the staff and faculty in the library. Charles and Femar will do the same for the College Skills Center. Femar will let Jon know if he could do the same.

The committee members also decided to use the checklist titled “the sources of evidence for accreditation standards” as a guide.

From now until the semester ends, committee members will email any progress made.

Meeting adjourned at 12:45PM. Next meeting will soon be determined via email.