Accreditation Task Force Committee
Minutes
November 13, 2015

Present: Ross Egloria, Shanon Miho, Pat Patterson, Marcia Roberts-Deutsch, Steve Shigemoto, Cynthia Smith, Diane Caulfield (recorder)

I. Call to Order/Approval of Minutes

The meeting was called to order by Chair Marcia Roberts-Deutsch at 11:00 am. The minutes of the October 12, 2015 meeting were approved as corrected.

II. Unfinished Business – Communication

A. CLT report

Marcia distributed the CLT minutes dated October 12, 2015 to the committee members since a large portion of the meeting focused on communication. The committee added more ideas such as the need for transparency (e.g., what happened to certain positions that used to support DE faculty) when communicating to the campus and perhaps providing an opportunity to have open-ended questions on surveys that provided insight about what individual’s expectations were for administrators.

B. Communications and Outreach Plan 2015-2016

There is a Communications and Outreach Plan AY 2015-2016 that is available at the following URL:


Regarding the training sessions sent to the campus by the Outreach office, it is meant to control the information flow, not censor individuals. It is a structured way of communicating to the public (e.g., high schools) with emphasis on certain talking points. A suggestion was made that perhaps the sessions might be appropriate for each division liaison to attend.

C. Talk Story Sessions

Following up on the suggestion from our committee to have more town hall meetings, Erika decided to combine the talk story sessions with the town hall meetings. There are several scheduled for this semester: Monday, November 16, 2015 at 9:00 am and
Wednesday, December 9, 2015 at 11:00 am. Part of the session will be informational and the other part will be open ended to allow for questions/concerns.

One issue shared with the committee that is currently being discussed in FSEC was making information/communication more accessible for lecturers. This lead to a short discussion on listservs which was a topic at the DDC meeting as well. The ability to self-subscribe to a listserv is being checked as well as if lecturers have a separate lecturer-l listserv or if they are included in the faculty-l listserv. Lecturers should also be included in admin announce messages.

III. New Business – Assessment of Administration

Accreditation recommendation #6 evaluation of Executives was not completed (i.e., the loop was not closed). Some features of the administrative assessment tool suggested by the Standard IV subcommittee included college leadership outcomes/goals and evaluation of oneself based on the goals. The subcommittee structured the tool after the faculty tenure review process. The idea was to have the administrator do self-analysis and to match/align their goals with the campus goals (different from 360s).

The document/tool would then be submitted to a committee comprised of the chairs of the seven campus governance committees for review. The committee review was not intended to “protect” administrators nor keep the rest of the campus from learning about the administrator’s goals. Our committee felt that the process should be given a try.

Marcia mentioned that the administrative team has a midyear retreat and can revisit and review the process. If the process is started now, the campus will have an opportunity to refine the process as there will be ample time to do so before our next accreditation report is due.

IV. Other- Sharepoint (Assessment Committee)

Pat provided a demonstration of Sharepoint’s capabilities. Improvements have been made since the original version was released. He was able to create various categories to tag a file and noted that files other than Microsoft could be uploaded to the site.

One drawback is that it does rely on the accuracy of the inputters. However, it is a lot faster than the old intranet and searches can be done quite easily. Documents can be public to be seen by everyone or more private to be seen by a select group. There is a tiered security system which controls access to the site.

It was suggested that the Assessment Committee begin the process with discrete groups such as History rather than rolling out to the campus as a whole. Other ideas were to make the public site “read only”, even though the site indicates who electronically checks
out a document as well as who changed it and has automatic backup files in case someone accidently deletes something.

Pat mentioned that someone needs to approve the metadata categories. Also, access control must be accurate in determining active personnel. There are other issues that will need to be discussed as the campus transitions into Sharepoint.

V. Adjournment

The meeting was adjourned at 12:06 pm.