los angeles Pierce College

Accreditation Steering Committee
August 15, 2018
11:30 a.m. - 12:30 p.m.
Alder 1004A

MINUTES

Attendees: Sheri Berger (VPAA); Earic Dixon-Peters (VPSS); Shannon Krajewski (UMCE/Unrepresented); William Marmolejo (Dean Student Services); Lupita Narkevicius (AFT 1521 A); Yvonne Grigg (Faculty Accreditation Coordinator); Marek Jansin (ASO); Brian Walsh (PCC Chair); Michael Gend (APC Representative); Carlos Guzman (Resource, IT); Tanya Miller (Minutes).

1.	**Call to Order** Y. Grigg called the meeting to order at 11:40.
2.	**Approval of Agenda** The agenda was approved unanimously. (Krajewski/Walsh)
3.	**Approval of the June 13, 2018 Minutes** The June minutes will be updated to clarify who made a motion during item #6. Amended minutes were approved unanimously. (Marmolejo/ Narkevicius)
4.	**Review Fall 2018 Timeline and Tasks** Report is due in March 2020 to ACCJC. It will need to be approved by the Board in February 2020, then by the Institutional Effectiveness and Student Success Board by January 2020, which means it needs to be approved by Academic Senate and College Council by the end of the fall 2019 semester. The report will need to be completed by the beginning of November 2019 for approval by all these constituent groups. • We can form teams that will be responsible for gathering evidence in the fall; most of the spring will be spent writing, while summer will be spent to give a cushion and polish the document. • Only improvement issues need to be addressed from the College Recommendations for Improvement, not compliance issues, which were addressed in the follow-up report already. • The report will address the three Action Plans in our Quality Focus Essay, as well as the 8 plans arising out of the self-evaluation process. District will be responsible for providing the evidence for the District recommendations.

	- The finished product is public, but all resources to create this product are private. There will be a set of folders (e.g. QFE 1, QFE 2, etc.) to address each area, and the whole group will likely have access to these folders as there may be crossover between these areas. - Four different historical versions of a given document can be tracked. These uploads are also tagged and timestamped so it is clear who has worked on the most recent version. Every document that goes in gets an ID and the IT department can identify and track. Login instructions will be sent out once finalized, and Carlos Guzman is the contact person for SharePoint. - The Institutional Self-Evaluation Report (ISER) issue involved teams who writing, then evidence had to be found to support this writing. The follow-up report began with listing the evidence that could support meeting standards and recommendation; once the evidence was compiled, the chronology was written based around that and updated with new evidence as needed. This process proved more effective and is the model for how to approach the fall 2018 semester as a time to begin evidence gathering to this end, with writing to commence in January or the Spring 2019 semester. - Team members should add any evidence that seems relevant so that it can be accessible later, regardless of whether or not it ends up being in the final report.
5.	**Creation of Teams for Evidence Gathering** The committee is looking to complete four major teams to begin gathering evidence of what is being done to address areas of improvement. Teams will need to track evidence as it's uploaded to SharePoint, and it will be cleaned up in the post-production phase. The teams are identified for now: QFE 1: Outcomes Assessment (Recommendations 3, 5) - J. Moses (team leader) - T. Vessella - W. Marmolejo QFE 2: Professional Development (Recommendation 2) - S. Krajewski (team leader) - F. Oleas - E. Peters QFE 3: Technology (Recommendation 6) - M. Henderson (team leader) - E. Tchertchian

	• S. Berger "Other" (Recommendations 1 [Mission], 4 [DE], 9 [students in shared governance]; all plans arising out of self-evaluation process) • B. Walsh (co-leader) • A. Williams (co-leader) • L. Narkevicius • W. Bass? • L. Clark? Y. Grigg will speak to faculty and S. Berger will speak to non-faculty, and a call will go out to the college at large at the start of the fall 2018 semester to gauge interest in joining a particular team. Once identified, teams will convene and go over the process of evidence gathering and how to use Share Point, as well as timeline.
6.	**Review the 2017-2018 Self-Evaluation Validation** **Review 2018-2019 Goals** Committee reviewed goals for the 2018-2019 year. There were no additional comments or suggestions. The review of the self-evaluation was moved to the 9/19/18 meeting.
7.	**2018-2019 ASC Meeting Calendar:** 8/15, 9/19, 10/17, **11/28**; 1/16, 2/20, 3/20, 4/17, 5/15, 6/12 Proposal to move meeting from November 14 to November 28. Proposal was accepted.
8.	**Guided Pathways Update** Opening Day is geared toward Guided Pathways. There are three GP coordinators: A. Youhanna, A. Belden, and E. Strother. At this time GP is not part of the accreditation midterm report, which is the focus of ASC, but changes within the focus of the ACCJC will be considered as they may arise.
9.	**Announcements** • Opening Day – August 23rd • Pop up tomorrow • LGBTQ training at 1pm, repeating this training in the fall as well as veteran's training • Adobe will be doing a webinar next week on document management workflow and online signatures. This can be adopted locally but still needs to be approved by Chancellor.

10.	**Adjournment** The meeting adjourned at 12:28.

Please visit the ASC website for announcements, agendas, and minutes:
http://pshare.piercecollege.edu/committees/pcc/asc/_layouts/15/start.aspx#/Site Pages/Home.aspx