

Crafton Hills College

Accreditation

Committee Minutes

Date: September 22, 2010

Members Present:

Cheryl Marshall – Co-chair
 Ralph Rabago – Co-chair
 Julie Davis-McKee
 Jodi Hanley
 JoAnn Jones
 Farhad Mansourian
 Scott Rippy
 Miriam Williams
 Dan Word

Members Absent:

Damaris Matthews
 Robert McAtee
 Aaron Race

Guests:

Matthew Lee
 Gary Williams

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of August 25, 2010 Minutes	Approved by consensus with no changes.	
Future Meeting Dates <ul style="list-style-type: none"> • Oct 27 – Agenda items • Nov 24 – Change? 	Gloria Harrison and Charlie Ng will be invited to the Oct 27 meeting to share their experiences on visitation teams. The Nov meeting was changed to Nov 10.	Cheryl will invite Charlie and Gloria. Members will submit questions to Cheryl for forwarding.
Training Options <ul style="list-style-type: none"> • Handout • Joining Visiting Teams 	A copy of the training opportunities offered through ACCJC was distributed. The high value of participating on a visiting team was discussed and members will consider their availability to participate during the Spring semester. Participants also discussed bringing commission training to campus, looking for webinars, sharing previous training materials, and reviewing ACCJC newsletters.	Members will come to the next meeting with preferences for training and participating on visiting teams.
Update on Report and Study Session	A study session will be held with the Board of Trustees on Sept 23 from 4:00 – 6:00 to discuss progress and sustainability of efforts at CHC.	

<p>Time Line for Mid-Term Report and Committee Work</p>	<p>Committee members discussed ideas for institutionalizing the accreditation process:</p> <ul style="list-style-type: none"> • Involve everyone in evidence collection • Establish simple evidence collection methods and a central location on the web with links to relevant sites • Offer Brown Bag and Roundtable discussions • Involve people in the accreditation process • Provide opportunities for engagement in activities • Learn to view standards as best practices particularly in terms of reflection, dialogue, and continuous improvement • Don't view it as "compliance" only • Have dialogue, both formal and informal • Educate the campus about accreditation being a 6-year cycle with activities occurring all the time – avoid a huge burden all at once • Focus on the "how" <ul style="list-style-type: none"> ○ Define acceptable processes and evidence ○ Tell how to collect evidence ○ Let people know what they are already doing that fits the paradigm • Invite others to join visiting teams • Prepare one-sheet "Accreditation Updates" that include jokes, cartoons, and a teaching point • Align plans with the EMP and Accreditation Standards <p>Members also discussed ideas related to writing the next report which is expected to be due in October 2011:</p> <ul style="list-style-type: none"> • Report will need to continue to show significant progress • Dr. Lee recommended that an internal writer be used to demonstrate to the commission that CHC has taken ownership of the process • Possibly differentiate the roles of evidence organizer from writer • Have a single writer for reports to maintain consistent voice • The Self-Study would need to have teams with one editor finalizing the report • Establish an institutional effectiveness office where accreditation could be housed and institutionalize the positions and processes • Hire a retiree who knows the college but has the time to write • Role descriptions are needed for the ALO and the writer • Concerns were expressed regarding having the time and expertise to write the report internally • Assigning the report to a dean and backfill with an associate dean • There is a need to open the positions and recruit internally 	
<p>Other Business</p>	<p>None</p>	
<p>Adjournment</p>		