



**SRJC Accreditation Self Evaluation Organization Meeting
February 8, 2013
Minutes**

Attending: Kris Abrahamson, Frank Chong, Hilleary Izard, Cherry Li-Bugg, Sarah Hopkins, Jessica Jones, Liko Puha, Mary Kay Rudolph, Jane Saldana-Talley, Ricardo Navarrette, Doug Roberts, Julie Thompson, Robert Thompson, Debbie Weatherly

1. Welcome and Introductions

- Doug Roberts, VP Business Services, Standard III, Financial Resources. Accreditation team for San Jose City College, plus two follow-up visits for Standard III and some planning.
- Mary Kay Rudolph, Accreditation Liaison Officer (ALO), visits to Mira Costa CC and Leeward CC in HI, previously Northcentral Association and did AQUIP visit and self-study.
- Wanda Burzycki (absent for ACCJC training), Colleges Skills, Faculty Self Evaluation Co-Chair, editor, in charge of herding cats.
- Sarah Hopkins, SRJC Standard III, HR standard, served on two work groups in past.
- Jane Saldana-Talley, VP Petaluma, has not served on a team, experience at previous colleges on standards, at SRJC Standard IV, now serving on Standard I.
- Cherry Li-Bugg, Dean, Learning Resources and Ed Technology, previous Standard VI and Standard II Library, team visit to Fresno.
- Debbie Weatherly, Classified Senate, no previous accreditation experience.
- Liko Puha, Information Technology, involved as a student leader in the leadership standard in Hawaii.
- Robert Thompson, IT, will support accreditation Web site design/maintenance.
- Tony Ichsan, Director, Facilities Operations, Standard III at SRJC and CSU, site visits on facilities at universities
- Hilleary Izard, SEIU Chapter president, first time for accreditation, interested in many aspects.
- Kris Abrahamson, served SRJC Standard IIA (Instructional) twice before; served on three accreditation visits on Standard IIA, Instruction, and Human Resources.
- Julie Thompson, English, AFA President. Has done a site visit and served on a standard as new faculty member.
- Frank Chong, President, served on West Hills on Coalinga team visit, chaired LA Harbor visit. He encouraged everyone in the room to be on a visiting team as a learning experience. Also, be sure to coordinate Strategic Planning with Accreditation and not duplicate efforts.

- Rick Call will be our liaison from the Board of Trustees.
- Ricardo Navarrette, VP Student Services, has served on nine visits, six as assistant to the President, including Santa Monica, West Coast, a proprietary school, Mt. San Antonio, Micronesia, and others, so he is a great resource.

2. Role of the Standard Committees

- Mary Kay presented the four major standards; with subcategories there are actually nine standards and identified the lead on each standard.
- Each standard team may have 6-10 people.
- Tools for Collaboration and Presentation. Robert Thompson from IT is working with the Steering Committee to provide a mechanism for sharing information both internally and externally. Robert checked with De Anza College to ask about their process, and they largely used email. SRJC platform will be SharePoint, and training will be provided. It is a tool for collaboration and content, with search capability, facilitates assembly of information. There will be team sites for each standard team. SharePoint includes libraries, lists, roles and permissions, and workspaces. Automates and formalizes work and importantly creates a history of the document. There will be a final Web site for the general public. There will be a new design for that to include appropriate, final content. Liko will focus on SharePoint, and Robert will design the Web site. Questions? SharePoint can be tedious with multiple log-ons. A great place for posting. Is it collaborative? Cherry Li-Bugg has worked collaboratively and she considers it a powerful tool. She recommends a single log-in. Maintain same user names. Liko confirmed that there have been some frustrations, and he assured others that he would work with the Steering Committee to make it a useful tool. The version control feature and work flow might work very well for us. Citrix is another tool that is proving challenging to use from home, where much of the work may occur. Trainings will be provided, starting with all co-chairs. Teams will also receive training.

3. Role of the Accreditation Steering Committee

- Based on co-chairs plus key constituent groups
- Organize and supervise the work of the standard committees
- Monitor the progress of the self evaluation
- Receive suggestions from the college community as to key issues and concerns
- Review drafts of the self evaluation for coherence and consistency
- Ensure adequate participation of all segments of the District
- Establish regular meetings right away
- Liaisons provide feedback to Steering Committee
- Solicit participants on standards committees, act as ambassadors – a personal invitation is very powerful
- Dr. Chong and Mary Kay will assist in ensuring that classified employees can be released to participate.

4. Role of Administrative Liaisons to Standards Committees

- Meet as needed with Standards Committees
- Assist committee members in understanding their standard
- Serve on the Steering Committee

5. Soliciting Standard Participants

- Survey to be sent out March 4, 2013 - survey to entire campus community to solicit volunteers. Due March 29, so standards teams should be set up soon after that.
- Participants should, if possible, represent various constituent groups and not be too administratively heavy, but also not too lean.
- See list for recommended minimal numbers on each standard
- Ricardo noted that standard committees should be well-rounded and not have pet interests or an ax to grind; the formation of the group is important.
- The lead should attend the first meeting, even if others will be helping.

6. Review of Timeline

- Janet McCulloch, English instructor, will do final edit for “single voice” (after 2nd draft is done).
- Mary Kay encouraged all team members to go to the ACCJC Web site and look at accreditation reports (Leeward, Hawaii was a good one)
- Review of survey – Jane suggested adding a place where respondents can identify certain strengths, such as writing, research, data analysis.
- How will students be solicited? Use weekly newsletter. Who should students reply to? Probably Student Government. Jessica will confirm.

7. Recruitment/Assignment of Volunteers

- Newly tenured faculty will be recruited by Wanda B. (self evaluation faculty co-chair).
- Wanda recommended a writing workshop for writers and editors in the style required by accreditation.
- Evidence. Utilize lists of expected evidence in order to assure we address what teams expect to see. Kris suggested using a “case study” analysis as an interactive exercise.
- ACCJC has an interactive training on their Web site on “What is accreditation?” Mary Kay recommended Steering Committee take a look at that.

Hold Friday, April 12 for Luncheon at the SRJC Culinary Café!