

SRJC Accreditation 2015

Notes from Aug. 30, 2013, Standard Committee Liaisons Meeting

1. **Welcome.** Standard Committee liaisons (administrative liaisons, co-chairs, and designees) introduced themselves and described their progress so far. Standard Committees have been meeting this month. There was a brief discussion about the loss of a few members, but most participants are keeping their commitment to the task.
2. **State and ACCJC Updates.** Mary Kay Rudolph described her work on the Chancellor's Accreditation Task Force that includes representation from faculty and classified unions, CIOs, the Academic Senate, and other related constituents regarding ACCJC and the number of California Community Colleges that have received some degree of warning or sanction. The final report with recommendations should come out soon.

ACCJC has been drafting revised versions of the Standards, which will be in place by June 2014. The revisions, aimed to increase clarity and eliminate redundancy, are relatively minor but could affect parts of the SRJC's Self Evaluation and team visit if they are applied upon approval. Jane Saldana-Talley and Wanda Burzycki will be attending an Accreditation training Sept. 6 and will find out the expectations for colleges caught in this transition. The new version of the Standards can be found on page 6 of the Summer ACCJC newsletter at <http://www.accjc.org/newsletter>.

3. **Review of Accreditation Website.** While there are still a few areas under development, in general the SRJC Accreditation 2015 website contains most of the information Standard Committee members need to get started in their research and to structure their drafts. Standard Committee members who need motivation or direction review all components of the website. Specific to individuals starting their writing is the page "Self Evaluation Writing Guidelines," which includes a PowerPoint on the process and structure as well as the graphic organizer from the PDA workshop.
4. **Accreditation SharePoint Site for Committee Drafts.** The Accreditation website also now has a link to a new SharePoint site that will be used to house the drafts, notes, feedback, resources, and evidence for each Standard Committee. This site is accessible to all Standard Committee members through their Outlook username and password. At this point, because the difficulty in narrowing the permissions further, the sites for each Standard Committee can be accessed by a member of any committee. It is assumed that individuals will read respectfully and apply their comments and feedback only to the drafts of their own committee.

One feature of site is that the field for the drafts is divided into the three main sections of the response to a Standard: *Descriptive Summary*, *Self Evaluation*, and *Actionable Improvement Plans*, with a field for feedback and another section for listing evidence. This may help committee members organize their information and observations.

Based on feedback, Wanda will continue to work with Marc Berger in IT to refine the site further and make the directions more explicit so that it is a usable tool. Committees who have set up alternative means of sharing drafts (e.g., Google docs) may continue using those, but ultimately, the completed first draft that Mary Kay and Wanda will read in December needs to be placed on the SharePoint site.

5. **Communications.** It is important to inform the college community about the Accreditation Self Evaluation process, reminding everyone that this is an encompassing effort that values contributions from all constituents. Mary Kay will send out an email to that effect. Here are two other important elements to promote communications:

- **In order to help people easily identify communications regarding the Self Evaluation**—and to respond to them quickly—Standard Committee members who want to contact a key resource person for information should use the term “Accreditation:” at the beginning of their email title and make it high priority.
 - **As a tool for Committee members, an “Interview Template” in Word has been developed to help guide informational interviews.** This template is currently available at <http://www2.santarosa.edu/f/?nENBMHED> and will soon be posted on Accreditation 2015 website under on the *Self Evaluation Writing Guidelines* page. This template could be used either for email contact or preparation for a phone or face-to-face interview.
6. **Connections between Strategic Planning and Accreditation.** Jane Saldana-Talley explained how Strategic Planning efforts, such as those of the *Environmental Scan and Data Gathering* and the *Vision, Mission, and Values* work groups, can provide important information for Standard Committee reports, plus provide a unification of work. A number of people in the college are working on both Accreditation and Strategic Planning, which broadens the participation in and perspective of the Self Evaluation.

On Sept. 10, from 1-3:00, the Board will hold a study session and hear summaries of Strategic Planning work group activities. Standard Committee members are encouraged to attend, if possible, or review the Strategic Planning Guide at <http://libguides.santarosa.edu/spwelcome> to identify individuals and information pertinent to their Standard.

7. **Surveys.** There are at least three surveys that can contribute to the Self Evaluation. These are: a survey of SRJC employees, sent via email; a survey of students on areas related to the Standards, which could be sent out through Cubbies or student email; and the tri-annual Student Services Student Survey, which will go out as hard copies to a sample of 10% of students. Results from these three Fall surveys will not be available until Spring 2014 and will have to be incorporated into the second draft. However, survey information, while providing an important perspective, acts more as a support for hard evidence, and drafts should not be wholly dependent on those results.

Standard Committees are asked to review the 2007 employee and student surveys (on the Accreditation website, under “2009 Archives”) and decide which questions to retain, change, or delete and what might be added. **Standard Committee Administrative Liaisons or co-chairs should get this information to KC Greaney (and cc Wanda, Mary Kay, and Fran Golden) by September 30.**

8. **Planning.** Meetings of Standard Committees Liaisons (co-chairs and administrative liaisons) and the Accreditation Steering Committee will be scheduled as follows:
- **8:30-10:00 a.m. , Friday. Location: 4246**, which will allow for videoconferencing.
 - **Sept. 20: Accreditation Steering Committee**
 - **Oct. 18: Standard Committee Liaisons** (co-chairs & administrative liaisons)
 - **Nov. 15: Joint meeting of Steering Committee and Standard Liaisons**
 - **Dec. 20: As needed**

Spring 2014 (Plan for joint meetings unless indicated otherwise in follow-up emails from Fran Golden): **Jan. 17, Feb. 21, April 18, May 16.**

Many thanks to all Standard Committee liaisons and members. Your work is greatly appreciated and respected!