



Accreditation Committee

September 30, 2021
2:30pm – 3:30pm

Meeting Summary

Members Present: Christopher Howerton (chair), Carrie Roberson (2nd), Laura Adams, Jamar London, Robert Steinberg,

Members Absent: Sheri Berger, Alicia Lopez, Van Rider, Kevin Botenbal (ACCJC)

Guests:

1. Committee Procedural Items: Meeting began at 2:30pm

- Approval of Agenda
- Minutes taken by Carrie Roberson
- Approval of minutes –done via email

2. Committee Charge – Information

- *The Accreditation Committee advises the Academic Senate Executive Committee and statewide faculty on accreditation, continuous quality improvement, and equitable student learning. In collaboration with ACCJC, chief instructional officers, and other system partners, the committee organizes the Accreditation Institute and offers professional development opportunities with a focus on faculty roles and effective practices in accreditation.*

3. Accreditation Institute –Dates: February 24-26, 2022; Location: Embassy Suites San Francisco Airport-Waterfront Burlingame (We are planning for a F2F event, but also need to consider a back-up strategy if required to move to a hybrid event)

- Marketing Blurb (Due to **ASCCC 9/30/2021**)
 - i. See [Below Attachment of previous blurbs](#)
- 2022 Institute Theme Suggestions: [History of Past ASCCC Accreditation Institute Themes](#)
- **Accreditation Institute Development Timeline**

| Month | Activities |
|--------------|---|
| October 2021 | <ul style="list-style-type: none"> • Program outline due October 15, 2021 outlining partnership with ACCJC to Executive Committee for first reading at November Executive Committee Meeting. This draft includes topics for posting |

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| | on the website so that possible participants have an idea about the institute direction. This draft should also be fully developed with descriptions for approval by the Executive Committee. |
| November 2021 | <ul style="list-style-type: none"> Program due November 15, 2021 for second reading at December Executive Committee Meeting. This draft will be fully developed with descriptions for approval by the Executive Committee |
| December 2021 | <ul style="list-style-type: none"> Presenters list due to Krystinne and Dolores by December 16, 2021. Program due December 16, 2021 for final reading at January Executive Committee Meeting. This draft will be fully developed with descriptions for approval by the Executive Committee |
| January 2022 | <ul style="list-style-type: none"> Final Program to Krystinne by January 10, 2022. Program to Events Team and Visual Designer January 18, 2022. All hotel rooms requested by January 23, 2022. AV and Onsite Event Supply needs to Tonya by January 31, 2022. Final program to printer January 31, 2022. |
| February 2022 | <ul style="list-style-type: none"> Materials posted to ASCCC website February 11, 2022. |
| | <ul style="list-style-type: none"> |

Discussion Notes: Committee reviewed timeline for Accreditation Institute and provided feedback to finalize the AI Blurb to submit to ASCCC that is due today (9.30.2021) The committee noted a theme of “Change” that could be useful as we develop the program for the institute. The Chair provided a draft google doc for the “blurb”. After the meeting the chair will forward the submission.

4. Draft Program Development

- [Sample Program Outline](#)
- Questions to consider: Time blocks for Breakout sessions, Balance of General Sessions to Breakout sessions, use of the Pre-session.

Programing Constraints

| Date | Structure | Room Availability | Topics/Format |
|--|--|---|---|
| Thursday 2/24 (11am-5:30pm) | Pre-Session | Ballroom Only | |
| Friday 2/25 (8am – 5:30pm) | <ul style="list-style-type: none"> • Breakouts and General Session • Lunch 12pm – 1pm • Reception 5:30pm-7pm | Ballroom (200) and 4 breakout rooms (50 each). Reception in the Waterfront Room | <ul style="list-style-type: none"> • Formal Welcome GS |
| Saturday 2/26 (8am -12:30pm) | <ul style="list-style-type: none"> • Breakout and General Session | Ballroom (200) and 4 breakout rooms (50 each). | |

Discussion Notes: The Committee discussed a DRAFT outline for the AI including time blocks, sessions (general and breakout), and transitions/schedule. The committee discussed theme ideas to incorporate with blurb and sessions. The committee agreed a broad theme is best because of the amount of changes in higher education and the focus of accreditation on quality and continuous improvement. The committee reviewed general session ideas to provide a holistic institute approach. The Chair will bring the idea to ASCCC Executive Committee Review the committee recommendation of ending Saturday with a General Session versus a breakout to keep participants engaged. The chair provided a Google doc of the rough draft of the program schedule and sessions and asks that committee members consider sessions that they would be

interested in leading/participating. Also, the committee will start collecting draft descriptions. It is asked that the committee members send their ideas via e-mail and the chair will collect for the document. Committee will have view/comment option.

5. Announcements – Information/Discussion

- Rostrum Articles by the Committee for Consideration
- ASCCC [Events](#) and Important Dates (Fall 2021)
 - Executive Committee Meeting, October 6 (virtual)
 - 2021 Academic Academy, October 7-8 (virtual)
 - Area meetings, October 15/16
 - Executive Committee Meeting, November 3 (hybrid)
 - 2021 Fall Plenary Session, November 4-6 (hybrid)
 - Executive Committee Meeting, December 3-4 (hybrid)

Committee was provided an overview of the Announcements

6. Committee Meetings (Fall 2021):

- ~~Sep. 8 (12-1pm),~~
- Sep. 30 (2:30pm-3:30pm), TODAY
- Oct. 21 (2:30pm – 3:30pm),
- Nov. 18 (2:30pm – 3:30pm),
- Dec. 9 (2:30pm – 3:30pm)

7. Committee Next Steps and Adjournment

Committee members will send any additional information or insights to Chair between regularly scheduled meetings

Meeting adjourned at 3:34

Status of Previous Action Items

A. In Progress –

- a. Crafting Accreditation Institute Marketing Blurb - DONE
- b. Suggesting themes for the 2022 Accreditation Institute
- c. Submission of Draft Institute Program

B. Completed –

Previous ASCCC Accreditation Institute Marketing Blurbs

February 21-22, 2020

Join us for a dynamic Accreditation Institute in La Jolla, CA on February 21 and 22, 2020. As all of our colleges navigate the implementation of Guided Pathways, this institute will focus on how the work of Guided Pathways, with a foundation in equity, aligns to the accreditation standards. Guided Pathways and Accreditation both focus on improving systems and systemic assessment. There are significant changes being made at our colleges and at ACCJC that reflect our shared intent to improve our systems. We encourage ALOs, Accreditation and Guided Pathways leads and interested faculty, staff, administration and students to attend. Learn about how the outcomes and dialog produced through transformative Guided Pathways work can provide evidence of how colleges are meeting and/or exceeding the standards through evaluating and improving our institutions with a focus on student

February 23-24, 2018

Higher education is undergoing many changes such as student placement and assessment processes, increased student services, and even consideration of a guided pathways framework. Likewise, accreditation requirements and practices are undergoing significant change. Accreditation is no longer an event that occurs once every six years to prove compliance; it is a process that requires annual consideration and broad participation to ensure that the education and services provided to our students are of high quality and value to the community and public at large. Whether your college is gathering evidence, in the process of writing an Institutional Self Evaluation Report, or preparing for a comprehensive site visit, the Academic Senate for California Community College's Accreditation Institute will provide guidance and support. Accreditation is an opportunity to share everything that our colleges do well and to identify areas where improvement can be made. This year's institute, while embracing change, is focused on understanding accreditation so that participants are empowered and energized to take ownership of accreditation. New this year, is a pre-session sponsored by the ACCJC. There will be two trainings: one, a new evaluator training for faculty and the other, new Accreditation Liaison Officer Training.

February 17 - 18, 2017

At our colleges, the work of accreditation never ends. Whether your college is gathering evidence, in the process of writing your Institutional Self Evaluation Report (ISER), or preparing for a comprehensive site visit, the Academic Senate for California Community College's Accreditation Institute will provide guidance and support. Accreditation is an opportunity to share everything that our colleges do well and to identify areas where we can do even better. This year's institute is focused on helping colleges show that they meet standards and to use accreditation to help our colleges achieve excellence.

February 19-20, 2016

Whether your college is gathering evidence, writing the self- evaluation, or preparing for a site visit in spring, the Academic Senate for California Community College's Accreditation Institute will provide guidance and support no matter where you are in the cycle of accreditation. Even colleges that finished a site visit in fall know that accreditation work never really ends. At its core, accreditation is the peer-evaluation process we use to improve the education we offer to individuals in our communities, and we have affirmed our commitment to the spirit of such processes throughout the years.