



CELEBRATED PAST. BOUNDLESS FUTURE.

1530 West 17th St. • Santa Ana, CA 92706 • (714)564-6000 • www.sac.edu

## Accreditation Oversight Committee Meeting Minutes March 17, 2015

**Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

**Vision Themes of Santa Ana College:** I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Members Present:** Shelly Jaffray, Bonnie Jaros, Jimmy Nguyen, Omar Torres, John Zarske

**Purpose:** The Accreditation Oversight Committee (AOC) is a recommending body to College Council. The purpose of the AOC is to ascertain that the accreditation exigencies of ACCJC, the USDE, and other agencies and/or statewide or federal initiatives are met and that the College is in compliance at all times. The AOC serves as the committee that will establish processes and timelines for creating accreditation reports as needed. Members serve as liaisons to respective constituency groups. Workgroups will be established with support of the AOC for Self Evaluations Reports and other reports as needed. College Council approves all reports prior to submittal to official agencies.

**Membership:** The Accreditation Oversight Committee is comprised of the Vice President of Academic Affairs, the IE&A Coordinator/ALO, the Academic Senate President or designee, a Classified Staff representative appointed by CSEA, and one Academic Dean.

- I. **Information:** An update was given related to the *Substantive Change Proposal for the Baccalaureate in Occupational Studies*, the *Substantive Change Proposal for the Certificate in Biotechnology Laboratory Technician*, and the *Annual Report/ Annual Financial Report 2015*. All reports will be submitted to ACCJC on time by the end of March.

**II. Follow-Up Report:** The AOC will meet regularly to gather information and disseminate information to the college community and prepare drafts for review by all constituency groups and participatory governance groups.

**a. Timelines**

- Draft May 26, 2015: CSEA receives Report May 26, 2015 and submits input June 15, 2015; Academic Senate receives Report for May 26, 2015 meeting for input
- Report is completed July 2015
- Academic Senate receives final version of Report for August 19, 2015 Retreat
- College Council Approval—August 2015
- President Martinez’s Approval—August 2015
- Board of Trustees Approval—September 14, 2015 (first reading);
- September 28, 2015 (approval)
- Follow-Up Report received by ACCJC—October 15, 2015 (mailed October 10, 2015)

**b. Process:**

1. Please utilize the following template for generating ideas and collecting evidentiary documents. Share information with constituency groups and participatory governance groups as needed to glean information for a working draft. Also seek information from those who worked on the Self Evaluation Report who have expertise in an area specified in the Recommendation.

2. Shelly and Bonnie will serve as the document writers after all information has been gathered. Omar will review and prepare the draft for AOC collective input, revision and approval (by mid-May 2015). At that point, drafts will be shared with constituency groups and then approved by College Council. Final approval rests with the College President, Dr. Erlinda Martinez.



Follow-Up Report  
Template.docx

**c. Next Steps: The next meeting of the Accreditation Oversight Committee will be March 31, 2015 from 1:30-3:00 pm in the office of the Vice President of Academic Affairs.** At this time we will work on the template. Please review it in advance and start filling in ideas. Keep the following questions in mind:

- What do we already have in place that meets the standard?
- Where do we need improvement? What can we do to rectify this immediately? What groups need to be involved?
- What do we need to investigate in order to make necessary changes to create an accurate response?



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## **Accreditation Oversight Committee Agenda March 31, 2015**

**Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

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**Vision Themes of Santa Ana College:** I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

- I. Accreditation Update on Reports**
- II. POE Committee Update**
- III. Review of ACCJC Recommendations for Follow-Up Report**
  - A. Plan to receive input**
  - B. Analysis of Recommendations**
    - 1. Existing processes and documents**
    - 2. Plans to ameliorate deficiencies**
- IV. Other**



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- I. **Accreditation Update on Reports**—The Substantive Change Report for the Baccalaureate in Occupational Studies was sent to ACCJC last week; the Substantive Change Report for Biotechnology Laboratory Technician will be sent tomorrow; the Annual Report and the Annual Fiscal Report were sent to the Commission yesterday.
- II. **POE Committee Update**—At the March 25<sup>th</sup> POE Committee meeting, there was a discussion about how this district committee might assist the colleges in preparing their respective Follow-Up Reports. As we gather more information and commence the writing process, we will have more clarity about this. The sub-standards that relate to the district are IV.B.2.b and IV.B.3.g. Another issue was related to the analysis of processes used for analyses of evaluation. The POE committee will need to review the Comprehensive Master Plan processes as well as the planning-resource allocation timelines. This may be valuable for our discussions at the college level as we proceed.
- III. **Review of ACCJC Recommendations for Follow-Up Report**
  - A. **Plan to receive input**—Bonnie will request input utilizing the Follow-Up Report Template from the College President (for College Council), all the participatory

governance chairs, the DE coordinator, the CSEA President (for the Classified Staff), and representative Nealley Library staff. An example will be provided, and there will be a deadline of April 30<sup>th</sup>.

**B. Analysis of Recommendations**

1. Recommendation 1 was discussed; Recommendations 2 and 3 will be discussed at the next meeting. The AIPs from the Self Evaluation Report will also be used for the discussion.



Follow-Up Report  
Template\_IE Coord-A

**2. Plans to ameliorate deficiencies**—The following items were discussed for possible recommendations to improve institutional effectiveness:

- a. AUOs and SSOs need to be tied to SLOs
- b. Broad RAR analysis
- c. End of Year Reports must be done by every committee/  
Academic Senate annually
- d. Add all syllabi to the website
- e. Ongoing review of APR
- f. Reinstate the shared governance retreat
- g. Progress report on status of the Strategic Plan
- h. Set a cycle for evaluation of processes



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## Accreditation Oversight Committee Agenda April 15, 2015

**Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

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**Vision Themes of Santa Ana College:** I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

- I. Review of ACCJC Recommendations 2 & 3 for Follow-Up Report
  - A. Analysis of Recommendations
    - 1. Existing processes and documents
    - 2. Plans to ameliorate deficiencies
- II. Actionable Improvement Plans from Self Evaluation Report October 15, 2014



Actionable\_Improvement\_Plans-10-3-14\_

- III. Other