



**ANTELOPE VALLEY COLLEGE
ACCREDITATION (CHAIR) MEETING**

May 9, 2013

1:00 p.m. – 2:00 p.m. in SSV 151

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE CO-CHAIRS**
 - Revised deadline dates
 - Acting President, Ms. Patricia Márquez, input and suggestions for writing report
 - Status on Consultant work, scope, and pending recommendations
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. March 7, 2013 (attachment)**
 - b. April 9, 2013 (attachment)**
- 5. DISCUSSION ITEM**

None
- 6. REPORTS**
 - a. SPBC Agenda items pertaining to Accreditation – M. Clinton**
 - b. Accreditation Coordinator Report: Standard Status (IA/B; IIA/C; IIB; IIIA/B; IIIC/D; and IVA/B)**
 - c. Standard IA/B: Institutional Mission and Effectiveness – Dr. Tom O’Neil, Dr. Ron Chapman, and Mr. Aeron Zentner**
 - Feedback on draft and particularly the linkage of Program Review in Recommendation 1a and Integrated Planning issues in all sections.
 - d. Standard IIA/C: Academics/Library – Dr. Karen Cowell, and Ms. Melanie Parker**
 - Feedback on draft.
 - e. Standard IIB: Student Services – Ms. LaDonna Trimble, Dr. Nancy Bednar, and Ms. Kim Fite**
 - f. Standard IIIA/B: Human and Physical Resources – Mr. Terry Cleveland, Dr. Joseph Esdin, and Ms. Gwenette Preston**
 - Feedback on draft.
 - g. Standard IIIC/D: Technology and Financial Resources – Ms. Ann Steinberg, Dr. Susan Lowry, and Mr. Scott Tuss**
 - Feedback on draft.
 - h. Standard IVA/B: Leadership and Governance – Dr. Les Uhazy, Mr. Mike Pesses, and Ms. Pamela Ford**
 - Feedback on draft and particularly regarding the inclusion of the consultant’s work on AP 2510.
- 7. ACTION ITEM**

None
- 8. OTHER – OPEN FORUM**
- 9. ADJOURNMENT**

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ACCREDITATION STEERING COMMITTEE CHAIR MINUTES

May 9, 2013
1:00 p.m. – 2:00 p.m.
Room L 201

ATTENDANCE: Tina McDermott - Faculty Co-Chair; Sharon A. Lowry – Accreditation Liaison Officer
Standard IA & IB: Dr. Tom O’Neil and Mr. Aeron Zentner; **Standard IIA & IIC:** Dr. Karen Cowell; **Standard IIB:** LaDonna Trimble, Dr. Nancy Bednar, and Kim Fite; **Standard IIIA & IIIB:** Terry Cleveland, and Gwenette Preston; **Standard IIIC & IIID:** Ann Steinberg; **Standard IVA & IVB:** Dr. Les Uhazy, and Pamela Ford;
Committee members: None; **Guest:** Carol Eastin

Minutes: Gloria M. Kastner

1. CALL TO ORDER

The May 9, 2013 Accreditation Steering Committee Chair Meeting was called to order at 1:04 p.m. by the Faculty Accreditation Co-Chair, Ms. Tina McDermott.

2. OPENING COMMENTS FROM THE CO-CHAIRS – T. McDermott & S. Lowry

- Ms. Lowry reported a meeting was held with the Interim Superintendent/President Ms. Patricia Marquez to review and discuss Accreditation. Some changes will be made to ensure we are presenting a holistic representation of the work completed on campus to address the recommendations. She indicated the need to tie up loose ends and to tone down the focus placed on SLO compliance and tie up loose ends. Ms. Maria Clinton will be incorporating specific agenda items at the upcoming SPBC meeting to assist in tying up loose ends.

3. OPENING COMMENTS FROM THE PUBLIC

- None

4. APPROVAL OF MINUTES

a. March 7, 2013 (attachment)

A motion was made and seconded to approve the March 7, 2013 Accreditation meeting minutes. Motion carried.

b. April 9, 2013 (attachment)

A motion was made and seconded to approve the April 9, 2013 Accreditation meeting minutes. Motion carried.

5. DISCUSSION ITEMS

None

6. REPORTS

a. SPBC Agenda Items Pertaining to Accreditation – M. Clinton

Ms. Clinton indicated SPBC will be working on solidifying the integrated planning piece for campus processes and procedures. A meeting was held with the Faculty Accreditation Coordinator and Accreditation Liaison Officer to review work completed and the work needing to be addressed. An emphasis needs to be placed on integration where a documented trail of work can be seen which closes the loop for planning. Ms. Clinton informed the chairs she will be proposing another subgroup be added to SPBC to review and assess SPBC processes. This subgroup would be tasked with evaluating the SPBC planning process to ensure integration. This will be an opportunity to assess strengths, assess weaknesses, and determine as a council how to ensure our processes are current to the changing needs to the District while maintaining integration.

Ms. Ann Steinberg commented that this task seems more relevant to something College Coordinating Council should be instituting and possibly that SPBC should be divided into two separate groups where one directly focuses on planning, whereas the other focuses on budgeting. The functions and work needing to be accomplished are vastly different yet should be integrated after work of these individual groups is completed. Currently, there is a great flux of change occurring at the Administrative level but the planning and budgeting processes are living entities on campus that drives the work of the institution.

As an institution we should always question whether we've outgrown a process and change is necessary for progression purposes.

Dr. Karen Cowell reported at Mount San Jacinto College and Chaffey College the planning portion of the process has been designated as the sole work of the Institutional Effective Departments.

Ms. Clinton stated this should be deemed a peer process of evaluation to ensure effectiveness. A meeting has been established with Ms. Mazie Brewington, Vice President of Administrative Services to discuss the progress made to address the GASBI recommendation.

Ms. Sharon Lowry reported at the next SPBC meeting there will be a proposal to move away from the Blue Print for Planning diagram as it no longer accurately reflects our processes. A new draft depicting an integrated planning model (Integrated Assessment, Planning, and Budgeting Chart) will be presented for SPBC discussion, review, and input prior to approval. Some initial feedback was provided.

b. Accreditation Coordinator Report: Standard Status: IA/B; IIA/C; IIB; IIIA/B; IIIC/D; and IVA/B)

Ms. McDermott deferred her report and stated she would like to get a gauge of work being completed in individual standards.

c. Standard IA/B: Institutional Mission and Effectiveness – Dr. Tom O'Neil, Dr. Ron Chapman, and Aeron Zentner

Mr. Zentner indicated in order to establish documented evidence for the Confidential, Management, and Supervisory group he has created a survey to address changes needed in the evaluation process for the group. He indicated there was some concern regarding the term 'survey' being used on this process therefore he will be removing it in efforts to move forward.

d. Standard IIA/C: Academics and Library – Dr. Karen Cowell, Ms. Melanie Parker, and VACANT Classified Co-Chair

No report.

e. Standard IIB: Student Services – Ms. LaDonna Trimble, Dr. Nancy Bednar, and Ms. Kim Fite

No report.

f. Standard IIIA/B: Human and Physical Resources – Mr. Terry Cleveland, Dr. Joseph Esdin, and Ms. Gwenette Preston

No report.

g. Standard IIIC/D: Technology and Financial Resources – Ms. Ann Steinberg, Dr. Susan Lowry, and Mr. Scott Tuss

No report.

h. Standard IVA/B: Leadership and Governance – Dr. Les Uhazy, Mr. Mike Pesses, and Ms. Pamela Ford

Dr. Cowell reported they are expecting to receive documentation from the College Coordinating Council for evidence purposes. They will be incorporating the information provided from Dr. Matthew Lee's consensus workshop. A survey has been developed for AP 2510 and will be disseminated as a means to demonstrate the campus is addressing the recommendation for this area. The group is waiting for the official consultant recommendations to incorporate additional narrative in this section to address recommendation. Until the consultant report is obtained they are simply tying up loose ends.

7. ACTION ITEMS

None

8. OPEN FORUM

None

9. ADJOURNMENT

The Accreditation Chair meeting was adjourned at 2:36 p.m.