



**ANTELOPE VALLEY COLLEGE  
ACCREDITATION (CHAIR) MEETING  
September 19, 2013  
1:30 p.m. – 2:00 p.m. in A140**

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**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
  - a. May 9, 2013 (attachment)**
- 5. DISCUSSION ITEM**

None
- 6. REPORTS**
  - a. Evaluation of Committee Process**
  - b. Developing Ground Rules**
  - c. Updates**
  - d. Accreditation Coordinator Report: Update**
  - e. Standard IA/B: Institutional Mission and Effectiveness – Dr. Tom O’Neil, Dr. Ron Chapman, VACANT Classified position**
  - f. Standard IIA/C: Academics/Library – Dr. Karen Cowell, Ms. Melanie Parker, and VACANT Classified position**
  - g. Standard IIB: Student Services – Ms. LaDonna Trimble, Dr. Nancy Bednar, and Ms. Kim Fite**
  - h. Standard IIIA/B: Human and Physical Resources – Mr. Terry Cleveland, Dr. Joseph Esdin, and Ms. Gwenette Preston**
  - i. Standard IIIC/D: Technology and Financial Resources – Ms. Ann Steinberg, Dr. Susan Lowry, and Mr. Scott Tuss**
  - j. Standard IVA/B: Leadership and Governance – Dr. Les Uhazy, Mr. Mike Pesses, and Ms. Pamela Ford**
- 7. ACTION ITEM**

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

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# ACCREDITATION STEERING COMMITTEE CHAIR MINUTES

September 19, 2013  
1:30 p.m. – 2:30 p.m.  
Room A 140

**ATTENDANCE:** Tina McDermott - Faculty Co-Chair; **Standard IA & IB:** Dr. Tom O'Neil and Dr. Ronald Chapman; **Standard IIA & IIC:** none; **Standard IIB:** none; **Standard IIIA & IIIB:** Terry Cleveland, Dr. Joseph Esdin, and Gwenette Preston; **Standard IIIC & IIID:** Dr. Susan Lowry and Scott Tuss; **Standard IVA & IVB:** Dr. Les Uhazy, and Michael Pesses;

**Committee members:** Dr. Meeta Goel and Nathan Skadsen; **Guest:** none

**Absent members:** Sharon A. Lowry; Dr. Karen Cowell; Ms. Melanie Parker; Dr. Jill Zimmerman; Dr. Nancy Bednar; Kim Fite; Ann Steinberg; and Pamela Ford

*Minutes: Gloria M. Kastner*

## 1. CALL TO ORDER

The September 19, 2013 Accreditation Steering Committee Chair Meeting was called to order at 1:34 p.m. by the Faculty Accreditation Co-Chair, Ms. Tina McDermott.

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

- Ms. McDermott welcomed members back to another academic year. She introduced Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, and the Associated Student Organization representative, Mr. Nathan Skadsen.

## 3. OPENING COMMENTS FROM THE PUBLIC

- Dr. Susan Lowry indicated she likes the current composition of the Steering Committee which includes Co-Chairs although she would like to engage in discussions as a group on how to utilize committee members more effectively. The concept is great although the work distribution still seems to fall on one or two co-chairs and needs to discuss at a future meeting.

## 4. APPROVAL OF MINUTES

### a. May 9, 2013 (attachment)

A motion was made and seconded to approve the May 9, 2013 Accreditation meeting minutes. Motion carried with a minor correction needed in Agenda Item 6a.

## 5. DISCUSSION ITEMS

None

## 6. REPORTS

### a. Evaluation of Committee Process

Ms. McDermott reported she would like to review the Accreditation process to determine if changes are needed for efficiency and effectiveness. She requested input on what Chairs deemed as strengths and weaknesses in efforts to make preparations for the 2016 full Self-Study.

Dr. Chapman reported his standard never arrived at the point where work could be delegated to standard committee members and should discuss further to determine if this is needed or even possible. Individual Standards need to review their work and determine if there is enough work for a large group of members or if a smaller group would suffice. He stated it may be a greater amount of work during the times when a full Self-Study is being performed but in terms of effectiveness and efficiency there may be little need for a large number of members within individual standards.

Ms. Maria Clinton indicated that it would be helpful for individual standards to have defined expectations (i.e. timelines, tasks, etc.) and ground rules on how to accomplish expected tasks.

Mr. Scott Tuss indicated he found it extremely difficult to obtain the information needed to complete tasks required.

Mr. Rick Shaw stated as a new hire it is incredibly difficult to assist in providing documentation on items or issues that were occurring prior to employment. As the newly hired Director of Information Technology Services there is information needed to address the recommendations but is not aware of the

history or where to locate previously established history to provide adequate information to address recommendation requirements.

Dr. Les Uhazy reported it would be helpful for the Co-Chair meetings to be established as a standing meeting occurring each month so that members are aware of standing meeting dates/times.

Ms. McDermott indicated she will be coordinating an effort to establish an Accreditation handbook with pertinent information regarding work needing to be performed at various stages of the process. This handbook will include ground rules, roles and responsibilities, defined timeline, tasks, and due dates. There needs to be a measure of accountability of work needing to be completed a handbook will provide a clear depiction of work, roles, responsibilities, and expectations. In terms of establishing a standard meeting date/time, Ms. McDermott inquired if the group would be willing to meet on the 3<sup>rd</sup> Thursday of each month from 1:30 p.m. – 3:00 p.m. At least one co-chair should be in attendance of established meeting so information can be conveyed to the other co-chairs. Those present were in consensus of establishing a standard meeting.

**b. Developing Ground Rules**

Co-chairs discussed the need to establish clearly defined role(s), responsibilities, and tasks to be completed. There seems to be a great deal of ambiguity of responsibilities and uncertainty of how to obtain pertinent documentation to develop narrative information for individual standards. Co-chairs are often spinning their wheels trying to locate pertinent information and evidence for narrative. The handbook will be helpful to provide a roadmap of where to seek and locate information needed to begin the process of establishing a narrative to speak to the standard requirements. Ms. McDermott indicated she will be making effort to get the handbook completed so it will become a resource to co-chairs for the 2016 Self-Study.

**c. Updates**

Ms. McDermott stated the Mid-Term and Follow-Up Report were approved by the Board and have been forwarded to the Accrediting Commission. She reported that the final product was the best reflection of the work being performed and offered her gratitude to all participants who took time to review the reports and provided feedback. The visit is expected to be coordinated for one day in mid or late October. Ms. McDermott reminded co-chairs the visiting team members will only be reviewing the Follow-Up Report, not the Mid-term Report. A great deal of progress has been made in Institutional Effectiveness, Research and Planning. Ms. Maria Clinton, Academic Senate President, has been instrumental in this process. There was a great response and attendance at the Integrated Planning workshop coordinated for fall 2013 Faculty Welcome Back Day.

In preparation for the 2016 Self Study one of the main emphasis will be to write a concise data driven report. Ms. McDermott indicated she will be making efforts to eliminate the redundancy and limiting the narrative portion to pertinent information to meet the standards. She will be drafting up a reporting form for accountability purposes. In addition, she would like to determine an optimum means to establish a document repository for evidence purposes and needs to create a process so that there isn't any last minute scrambling to locate documentation for evidence purposes. Mr. Rick Shaw stated with any document repository there will be a great deal of duplicated documents storage although there is definitely a need for a process to be established so that committee members are not scrambling to find documented evidence. Ms. Clinton stated that when she was working on the 2010 Self-Study as the AP&P Co-Chair there was a working document for reference purposes which she could review to understand and recognize what parts of the campus work feeds into the Self-Study. Including a document repository and tracking document would assist the Steering Committee with the necessary information needed to understand how the narrative was compiled. Ms. McDermott indicated with over two hundred evidence links included in the Follow-Up Report it is important to establish a document repository for the 2014 Self-Study. She will research possibilities and provide an update at a future meeting.

**d. Accreditation Coordinator Report: Update**

Ms. McDermott indicated she would like to establish an Accreditation Handbook with pertinent information included to provide guidance and assistance to future Accreditation Coordinators, as well as Steering Committee members. She requested volunteers who would be willing to assist in creating a draft. Ms. Maria Clinton, Academic Senate President and Dr. Ron Chapman volunteered to assist Ms. McDermott in creating a handbook.

- e. **Standard IA/B: Institutional Mission and Effectiveness – Dr. Tom O’Neil, Dr. Ron Chapman, and Classified Co-Chair (VACANT)**  
Dr. Tom O’Neil reported the Classified Co-Chair position needs to be filled prior to engaging on the full Self-Study.
- f. **Standard IIA/C: Academics and Library – Dr. Karen Cowell, Ms. Melanie Parker, and VACANT Classified Co-Chair**  
No report.
- g. **Standard IIB: Student Services – Ms. LaDonna Trimble, Dr. Nancy Bednar, and Ms. Kim Fite**  
No report.
- h. **Standard IIIA/B: Human and Physical Resources – Mr. Terry Cleveland, Dr. Joseph Esdin, and Ms. Gwenette Preston**  
No report.
- i. **Standard IIIC/D: Technology and Financial Resources – Ms. Ann Steinberg, Dr. Susan Lowry, and Mr. Scott Tuss**  
No report.
- j. **Standard IVA/B: Leadership and Governance – Dr. Les Uhazy, Mr. Mike Pesses, and Ms. Pamela Ford**  
No report.

**7. ACTION ITEMS**

None

**8. OPEN FORUM**

None

**9. ADJOURNMENT**

The Accreditation Chair meeting was adjourned at 2:45 p.m. The next Accreditation Co-Chair meeting is set for October 17, 2013 at 1:30 p.m.