



**ANTELOPE VALLEY COLLEGE
ACCREDITATION (CHAIR) MEETING
November 26, 2013
10:00 a.m. – 11:30 a.m. in A 140**

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. September 19, 2013 (attachment)**
 - b. October 19, 2013 (attachment)**
- 5. DISCUSSION ITEM**
 - a. Update on Follow-Up Visit – T. McDermott**
 - b. Status of Committees including calls for new Chairs and Members – T. McDermott**
 - c. Long term Schedule for 2016 Self-Study – T. McDermott**
 - d. Accreditation Handbook – T. McDermott**
- 6. REPORTS**

None
- 7. ACTION ITEM**

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

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ACCREDITATION STEERING COMMITTEE CHAIR MINUTES

November 26, 2013
10:00 a.m. – 11:30 a.m.
Room A 140

ATTENDANCE: Tina McDermott, Faculty Co-Chair and Ed Knudson, Accreditation Liaison Officer; **Standard IA & IB:** Dr. Tom O'Neil and Dr. Ronald Chapman; **Standard IIA & IIC:** Dr. Karen Cowell; **Standard IIB:** Dr. Nancy Bednar, Kim Fite and Dr. Jill Zimmerman; **Standard IIIA & IIIB:** Gwenette Preston; **Standard IIIC & IIID:** Scott Tuss; **Standard IVA & IVB:** Dr. Les Uhazy

Committee members: Maria Clinton and Rick Shaw **Guest:** Dr. Ed Beyer, Carol Eastin and Fredy Aviles

Absent members: Melanie Parker, Terry Cleveland, Dr. Joseph Esdin, Ann Steinberg, Dr. Susan Lowry, Mike Pesses, Pamela Ford, Dr. Meeta Goel, Betty Wienke and Russell Bierle

Minutes: Mary L Kelsay

1. CALL TO ORDER

The November 26, 2013 Accreditation Steering Committee Chair Meeting was called to order at 10:00 a.m. by the Faculty Accreditation Co-Chair, Ms. Tina McDermott.

2. OPENING COMMENTS FROM THE CO-CHAIRS – T. McDermott & Ed Knudson

- No Comments

3. OPENING COMMENTS FROM THE PUBLIC

- Fredy Aviles reported that the SLO Committee had agreed that there would only be an annual assessment cycle to enter into WEAVE. Once this change has been approved by the Academic Senate, it will start immediately. Data will be available all year but faculty can enter data both semesters. This will have no impact on either the Program Review cycle or the planning cycle.

4. APPROVAL OF MINUTES

a. September 19, 2013 (attachment)

Committee members were in consensus to approve the minutes from the September 19, 2013 Accreditation Steering Committee meeting.

b. October 19, 2013 (attachment)

Committee members were in consensus to approve the minutes from the October 10, 2013 Accreditation Steering Committee meeting.

5. DISCUSSION ITEMS

a. Update on Follow-Up Visit – T. McDermott

Ms. McDermott reported that the team visit went very well and the district was now waiting for the report. Mr. Knudson pointed out that there had been an opportunity to respond and the report has now gone to the commission. Once we receive information that the report is finalized, it will be published to the campus community.

b. Status of Committees including calls for new Chairs and Members – T. McDermott

Ms. McDermott noted that a call for committee members had gone out the end of September and there have been some responses. She asked committee members how they would like to proceed in the process of assigning people to standards. Some volunteers have requested specific areas, but others have opted to be placed where they are needed. It was agreed that Ms. McDermott will consult with the co-chairs of each standard to review the list of available volunteers and assign them where needed. Committee members felt it was important to send out another call for people to sign up and Ms. McDermott will also give a presentation at the spring welcome back program.

c. Long term Schedule for 2016 Self-Study – T. McDermott

Ms. McDermott stated that there will be one meeting in the spring for the larger committee, and, depending what needs to be done to follow up on the report from the ACCJC, there may be a need for some small follow-up group meetings. Mr. Knudson stated that he will provide lunch for the spring

meeting and it was agreed it would be a working luncheon. Ms. McDermott will meet with co-chairs prior to the spring meeting to prepare.

d. Accreditation Handbook – T. McDermott

Committee members agreed the handbook was good idea and was very important. Ms. McDermott noted the need for accuracy and asked members if they had anything specific to add to the section on roles and responsibilities. Ms. Clinton pointed out that the senate was working on the revised job descriptions. It was requested that page numbers be added to the handbook. Dr. Zimmerman asked about the procedure for selecting co-chairs and committee members, and Ms. McDermott pointed out that classified staff are allowed to be co-chairs even if they are not dues paying union members, to clear up a misunderstanding from the past. It is important for all members of the campus community, regardless of status or membership in any organization, to know that they are welcome to serve on accreditation. The importance of recognizing committee members was discussed, and Mr. Knudson stated that he would formally thank the members once all the positions were filled.

It was agreed that the writing process needs to be clarified because there doesn't seem to be a clear direction. The committee members discussed the process and Ms. McDermott will revise the handbook with the input that was received today.

A discussion followed about a content management for storing documents, such as Share Point, and Mr. Shaw gave a brief description of that program. He will look further into the possibility of purchasing the software so that there will one program for storing all documents, and Ms. McDermott will meet with Mr. Shaw to discuss this further. Ms. Bednar pointed out that any program used must be ADA compliant. The committee reviewed a template entitled Accreditation Reporting Form, and agreed that it was very helpful. It presents suggestions but is not exclusive of other things and is a place to start. Ms. McDermott stated that it would be ready for implementation by Fall 2014.

Mr. Knudson stated that it would be good if the first draft was done by Spring 2015 and could then go to the Board in May or June 2016. Then there could be time to refine the document over the summer.

6. REPORTS

None

7. ACTION ITEMS

None

8. OPEN FORUM

None

9. ADJOURNMENT

The Accreditation Chair meeting was adjourned at 11:15 a.m.