



**College Recommendation Steering Committee Meeting**  
**Meeting Minutes**  
**January 13, 2016**  
**Learning Center, Room L126**  
**1:00 p.m. – 3:00 p.m.**

**Present:** Romeo Garcia, Maril M. Bull, Tim Brice, Dan Lawson, Kinga Sidzinka, Dinh Truong, Arnulfo Cedillo, Samantha Knappenberger, Nghiem Thai, Rachel Antrobus, Mario Rivas, Sheila Metcalf-Tobin, Dettie Del Rosario, Chris Grampp, Molly Sealund, Lilia Chavez, Rosemary Delia, Siri Brown, Walter Johnson, Ann Elliott, Christine Olsen, Marty Zielke, Stefanie Harding, Anita Black  
**Absent:** Doris Hankins, Francis Moy, Ron Perez, Brock Drazen, Norma Ambriz-Galaviz  
**Guests:**

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. <b>Welcome Back</b>	AFR Chair welcomed everyone back	
II. <b>Approval of December 2, 2015 AFR Steering Committee Meeting Minutes</b>	December 2, 2015 Meeting Minutes: M/S/P  Tim Brice abstained	Amend to show that Maril Bull, Dr. Arnulfo Cedillo, Walter Johnson, and Christine Olsen were in attendance  Amend that Dr. Annette Dambrosio was a guest and check spelling  Amend that Tim and Brock, Dr. Tina Vasconcellos. Romeo Garcia were absent



## Accreditation Follow-Up Report

Inspect what you expect!

<p><b>III. How will we measure success? When and how will we reevaluate our efforts? What are the strategies? Where do we stand?</b></p>	<p>AFR Co-Chair reviewed what is still needed for reaffirmation</p> <ol style="list-style-type: none"> <li>1. How? Research on community colleges Follow-Up Reports:             <ol style="list-style-type: none"> <li>a. AFR Co-chair researched other Community College Follow-up reports regarding reaffirmation.</li> <li>b. Most community colleges had fewer college recommendations to address</li> </ol> </li> <li>2. When? ACCJC is looking for a culture of sustainability.             <ol style="list-style-type: none"> <li>a. Must have evidence showing sustainability through documentation of corrective actions and evidence documentation</li> <li>b. Recommendation was made that the Collegial Governance Handbook should be completed by first week of February 2016</li> </ol> </li> <li>3. What are the strategies?             <ol style="list-style-type: none"> <li>a. We need to examine the corrective actions for each CR (putting new systems in place) because we need to complete at least one cycle of adherence to demonstrate sustainability</li> <li>b. Evaluate the college's processes currently in place and create new processes only when needed</li> </ol> </li> <li>4. Where do we stand?             <ol style="list-style-type: none"> <li>a. AFR Core Team is reviewing the initial drafts that have been submitted</li> <li>b. It's important to continue to document the broad-based dialogue during this process</li> </ol> </li> </ol> <p>In conclusion, there must be demonstration of the sustainability of corrective actions and documented documents in minutes, discussions and college documents.</p>	<p>B. Evidence documents need to be updated and embedded into narrative</p>
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	<p>Question? What is the strategy on how to avoid collecting duplicated evidence? For now, we will have to collect evidence within each CR.</p>	
<p><b>IV. AFR College Recommendation Drafts</b></p>	<p>AFR Chair updated the Steering Committee group regarding the received College Recommendation Drafts.</p> <ol style="list-style-type: none"> <li>1. AFR Writer and Editor is working on editing the submitted drafts             <ol style="list-style-type: none"> <li>a. Narrative will be written to guide the reader. For example, the College Recommendation is listed, a synopsis of ACCJC External Team’s concerns are provided, along with a list of correction actions, and the steps taken to address the corrective actions, etc</li> <li>b. Making it concise and to the point will make it easier for the reader to follow by making it concise and to the point.</li> </ol> </li> <li>2. Group reviewed CR 1, 3,&amp; 4 Narratives</li> </ol>	<p>A. AFR Steering Committee Co-Leads will be provided with edited copies of the initial CR draft narratives by next Steering Committee meeting</p>
<p><b>V. Accreditation Flex Day Workshop Plan</b></p>	<p>Administrator updates:</p> <ol style="list-style-type: none"> <li>1. Integrated Planning and Budget: Dr. Dettie Del Rosario and Dr. Rosemary Delia presented the administrative procedures on Integrated Planning and Budgeting             <ol style="list-style-type: none"> <li>a. Discussion:                 <ul style="list-style-type: none"> <li>- The College’s Integrated Planning and Budget process is linked to the District.</li> <li>- A comment was made that the language in the administrative procedures should be consistent with what the college uses</li> <li>- Integrated Planning and Budgeting should be linked to College Educational Master Plan (CEMP)</li> </ul> </li> </ol> </li> <li>2. Student Learning Outcome Assessment: Dr. Tina Vasconcellos and Romeo Garcia presented the administrative procedures on Student Learning Outcomes Assessment.</li> </ol>	<p>A. Audrey by Tuesday to Professional Development Committee to collect supplies for the Flex Day</p>



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	<p>a. Discussion:</p> <ul style="list-style-type: none"> <li>- Reminder that we should have evidence documents to affirm what is in the administrative procedures matches with the process.</li> </ul> <p>3. College Educational Master Plan (CEMP): Dr. Norma Ambriz-Galaviz and Dr. Wise Allen updated that there was a CEMP workshop earlier today. Discussion at that workshop will play an integral part in the update of the CEMP and administrative procedures</p> <p>4. Utilizing Data in Planning and Decision Making: Samantha Knappenberger and Dr. Arnulfo Cedillo presented the administrative procedures</p> <p>a. Discussion:</p> <ul style="list-style-type: none"> <li>- The group was asked to provide feedback on how to close the loop in utilizing data in planning and decision making</li> </ul> <p>AFR Flex Day Workshop Framework:</p> <ol style="list-style-type: none"> <li>1. Completion and collection of Pre-survey</li> <li>2. AFR Core Team will provide updates regarding the AFR Process</li> <li>3. Administrators will present an overview of the four critical institution processes (5 minutes)</li> <li>4. World Café break-out sessions</li> <li>5. Post-survey</li> </ol> <p>Facilitators:</p> <ol style="list-style-type: none"> <li>1. Administrators will lead World Café discussions</li> <li>2. Co-Leads will be introduced and will assist with break-out sessions</li> </ol>	<p>College Educational Master Plan administrative procedures will be done for AFR Flex Day workshop</p> <p>AFR Core Team will provide an overview of duties to facilitators</p> <p>Mia will work on the Pre and Post-survey questions and will send it out for feedback by Friday.</p>
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<b>VI. Reflections</b>		
<b>VII. Payment of Stipends</b>	College approved all the stipends. Some Co-lead stipends have been delayed because they were not approved at the District level until Dec. 15, 2015.	Audrey to contact Fred O'Yang regarding stipend payments by tomorrow
<b>VIII. Next AFR Steering Committee Meeting</b>	February 3, 2016, 1:00 p.m. – 2:30 p.m. in the Learning Center, Room L126	

M/S/P = motion/second/pass