

**March 28, 2016**

**ACCREDITATION LEADS' MEETING MINUTES**

In attendance: M. Chen (BCC); A. Trotter, M. Kelly (Merritt), M. Whalen (Laney), T. Karas (COA), A. Dambrosio (Chair)

Unable to attend: L. Celhay (Laney), T. Vo-Kumamoto (BCC), W. Watson (COA)

**1.) Deadlines for completion of drafts of College and District Reports:**

Discussion was centered on need to complete Follow-Up Report drafts of all 4 Colleges and the District as soon as possible, but target date is end of May. Dambrosio stated that she would be presenting initial District draft narratives to PBC at their April 29 meeting and again in May. All agreed that drafts would be expanded/refined throughout the Summer months.

**2.) Need for Critical Reading of our Work:**

Dambrosio proposed that everyone on this Committee (Accreditation leads) would read critically the District's 8 Recommendations and make suggestions, ask questions, suggest evidence, as needed. Dambrosio also volunteered to serve as a critical reader for any of the College Reports, as needed. Karas stated that COA had the most Recommendations and that Dambrosio might be needed to serve as an additional critical reader. Other 3 Colleges would call on her, if need arose.

**3.) Merging District Recommendations into each College Report:**

It was agreed that the District Recommendations should fold directly into each College Report ensuring that the District Recommendations (no changes would be made) would be consistent in all 4 College Reports. In some instances, e.g. COA, the District Recommendations might need to be expanded to address specific College Recommendations.

**4.) Reformatting/pagination/evidence links (LIVE LINKS AND TESTING)**

Adding the District Recommendations to each College Report should not alter formatting, pagination, and/or evidence. The only alterations would be to number sequentially the District Recommendations, e.g., DR1:1, DR 1:2, etc. to indicate the difference between the College and District Recommendations. Each College will renumber the District Recommendations to fit into their respective Reports.

The Committee members discussed how to reference evidence and agreed that live links must be operative (test and retest way in advance of Report due date. Send to a variety of readers with a variety of computers and software to ensure that links work). Also links must directly tie to pertinent evidence only (e.g., one page of a document, not entire sets of minutes, or entire Master Plans). Dambrosio urged that Reports be succinct and reported that the recent Accreditation Institute speakers, to include a representative from the ACCJC, advised that Team members wanted to read responses to Recommendations only. Too many times, Reports include extraneous information and excessive verbiage.

**5.) August Flex Days-- Final Presentation of all 4 Reports:**

The Committee members agreed that although initial drafts of both the College and District Reports will be widely distributed by the end of May, writing would continue throughout June, July, and possibly August. All agreed that the 4 College Reports (to include the 8 District Recommendations) would be complete in time to distribute electronically to everyone during August Flex Cal. At that time, all College and District constituents would be given a brief period of time to make comments, ask questions, or submit additional pertinent evidence, and Reports would be amended if needed.

**The completed College Reports are slated to be presented to the Board of Trustees on September 13 for review and approval. After the Board has approved the Reports, they will be printed and live links tested once again.**

**ALL 4 COLLEGE FOLLOW-UP REPORTS ARE DUE AT THE ACCJC OFFICE NO LATER THAN OCTOBER 1 (NOTE: OCTOBER 1 IS A SATURDAY, SO PLAN TO DRIVE THEM TO THE ACCJC OFFICE BEFORE THE DEADLINE! IT WAS SUGGESTED THAT, IDEALLY, ONE DRIVER COULD DELIVER ALL 4 REPORTS).**

**6.) NEXT MEETING OF THIS GROUP WILL BE MONDAY, MAY 2, 3:30 – 4:30 at the District (invitation will include meeting room).**

Dambrosio plans to distribute rough drafts of the District Recommendations to PBC by April 29.

The Committee members agreed that there is no need to report to the VP group on April 11. There may be a need to report at the May meeting of the VP group.

**May 2, 2016 (3:30 to 4:30/District General Services Conference Room 1)**  
**ACCREDITATION LEADS' MEETING MINUTES**

**In attendance: L. Celhay (Laney) M. Chen (BCC) M. Kelly (Merritt) A. Trotter (Merritt) W. Watson (COA); A. Dambrosio (District)**

**Unable to attend: T. Karas (COA); M. Whalen (Laney), T. Vo-Kumamoto (BCC)**

**Joining us from Laney: D. Richardson**

- 1.) Finalize specific format for District Recommendations evidence citations:  
We agreed that we would adhere to the ACCJC Style Guide (2014). We will not include the titles of our evidence within the text, however, each evidence citation will be a live link. We again discussed the need for evidence to be specific and pertinent to the text.
- 2.) Revised District Accreditation Calendar: Dambrosio will be revising the District Accreditation calendar to reflect adjustments up to the October 1 ACCJC Follow-Up Report due date. The revised calendar will be posted to the Web.
- 3.) Report to PBC: Dambrosio reported that she distributed “rough working drafts” of all 8 District responses to the ACCJC Recommendations to PBC last week. Her assumption is that all members will now discuss these drafts with their respective constituent groups. She told PBC that she would like to receive all comments by May 26.

Dambrosio emphasized that one reason that some of the responses are incomplete is that the District work itself is not yet complete, e.g., Program Review validation and analyses, an expanded District function map narrative, TCO guidelines, the work of the BAM Task Force. As the work is complete, she will expand the narratives. Here some group members expressed their concern that “the District does not see the urgency of Accreditation.” In particular, questions were raised about the need to clearly demonstrate and document the “delineation of function” between the District and the Colleges and the results of District Program Review. Dambrosio reported that she has presented Accreditation updates to various groups such as the Deans/VP meeting, the Presidents’ meeting, V.C.s, DAS, PBC, etc., (to include sending reports to C-Direct) and meets with various individuals to broaden the scope of the District’s Accreditation work. Her concern is that representatives do not necessarily discuss Accreditation with their colleagues and that is where communication is stalled. Additionally, Dambrosio explained that she regularly reports on Accreditation to Cabinet. She reiterated that the Chancellor’s number one goal is to remove Accreditation sanctions. Nevertheless, she assured the group that she would report the concerns of some members of this group to Cabinet and report

back on May 24. In the meantime, she continues to work with the District leads to continue to write the narratives.

- 4.) Ongoing reports: The group suggested that Dambrosio should report Accreditation progress to the May meeting of the Deans/VP meeting.
- 5.) College Reports: All reported that they are working hard to complete drafts of their respective Follow-Up Reports before the majority of faculty leave for the academic year.
- 6.) The group decided that the next meeting would be Tuesday, May 24, 10 a.m., the purpose being to take stock of progress, identify gaps in reporting, and to help one another to address Accreditation questions. Dambrosio urged all to read through the rough draft District narratives and to send her comments as soon as possible. It was suggested that, if possible, Dambrosio book the same room so that all would have access to electronic equipment if needed. Dambrosio will send an invite to all as soon as she receives notification of a room.

The meeting adjourned at 4:20 p.m.

**May 24, 2016**

**ACCREDITATION LEADS' MEETING MINUTES**

In attendance: M. Chen (BCC); A. Trotter, M. Kelly (Merritt), T. Karas; W. Watson (COA), L. Celhay (Laney); A. Dambrosio (Chair)

Unable to attend: T. Vo-Kumamoto (BCC), Marilyn Whalen (Laney)

**1.) Delineations of Functions Matrix**

The group reviewed the Delineations of Functions Matrix. Dambrosio explained that the Vice Chancellors had reviewed it once again and that the document would be going to PBC on May 27 for an additional review. She stated that the document should be viewed as a “living document” and should be examined regularly to ensure accuracy. Watson asked for a review of changes since the last iteration and this group ascertained that one more change should be made, i.e. p. 6 (Section G).

Watson recommended that “talking points” be discussed at each College regarding Delineation of Functions and any summer work that might be pertinent. Dambrosio recommended that the Delineations of Functions Matrix be discussed at the beginning of the academic year at each College Shared Governance body.

**2.) Revised Accreditation Calendar:**

Members of the group asked that it be made more clear that the Accreditation Calendar was for the District's Accreditation work (not the Colleges' calendar per se) and Dambrosio made appropriate changes to enhance clarification. The group requested that the District drafts be completed by August 1 in order to allow time for each College to merge the District Report into their respective Reports. The goal is to distribute all four College Follow-Up Reports by August 17 Flex.

Dambrosio will find out if Flex Cal Reports should be sent also to the Governing Board to review prior to the September 13 meeting where the Reports are slated for Board approval.

**3.) Formatting Follow-Up Reports:**

Watson suggested that one person (a “format” specialist—not a grammar editor) should check all four College Reports to ensure that all formatting was in place, i.e., all live links are operative, pagination is correct, paragraphs align, font is consistent, table of contents aligned, etc. Here the emphasis was on the technical accuracy of each Report. All agreed that the content of the District Report would not be changed in any way; if an error was found, Dambrosio will be consulted. The District Reports will not be edited for content.

It was agreed that the District Reports would be included in each College Report as a separate section, that is at the front or the end of each Report. In so doing, pagination would not be a problem (only Table of Contents will be revised).

Karas suggested a common format for evidence (see sample below):

### **DESCRIPTIVE SUMMARY**

The College has a process for the regular and systematic review of its Mission Statement. The process is defined in the Institutional Planning Handbook; as part of the College planning cycle the Mission Statement is reviewed every three years. The most recent review and adoption of the Mission Statement commenced in 2013-14 at the College Flex (Opening) Day Convocation [CR.1.1] and campus consensus was reached at the August 2014 College Flex (Opening) Day Convocation [CR.1.2]. In Fall 2014 the renewal of the Mission Statement proceeded through the College consultation process. This culminated in the re-adoption of the Mission Statement by College Council in November 2014 [CR.1.3]. The Peralta Board of Trustees approved the College of Alameda Mission Statement at their April 14, 2015 Board of Trustees meeting [CR.1.4]. The next revision cycle will occur in the 2017-18 academic year.

### **EVIDENCE: RECOMMENDATION 1**

[CR.1.1 Flex Day presentation 2014](#)

CR.1.2 Flex Day presentation August 2014

CR.1.3 College Council Minutes- November 2014

CR.1.4 Board of Trustees Minutes- April 14, 2015

CR.1.5 Sample Committee Agenda

CR.1.6 Sample Splash Newsletter

CR.1.7 College Catalog Cover

CR.1.8 College Catalog- page 15

#### **4.) BCC document:**

The group commended the BCC document and recommended that Chen go forward with it in the BCC Report.

**5.) Next meeting of this group will most likely be held during the second week in July. Dambrosio will send out an invitation, to include meeting room.**

**NOTE: College Reports are slated to be presented to the Board of Trustees on September 13 for review and approval. After the Board has approved the Reports, they will be printed and live links tested once again.**

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