



Accreditation Steering Committee Notes for the Meeting of October 29, 2010

12:30-2 p.m.

Marisa Spatafore (chair), Invited: ~~Gregory Anderson~~, Nancy Cole, Stacey Cook, ~~Christina Espinosa-Pieb~~, Jim Haynes, Letha Jeanpierre, Lois Jenkins, ~~Donna Jones-Dulin~~, Anu Khanna, Alex Kramer, Andrew LaManque, Cynthia Lee-Klawender, ~~Coleen Lee-Wheat~~, Ze-Kun Li, Virginia Marquez, Kevin Metcalf, ~~Dan Mitchell~~, ~~Brian Murphy~~, Mallory Newell, Mary Pape, ~~Toño Ramirez~~, Jackie Reza, Rowena Tomaneng

TOPIC	DISCUSSION LEADER(S)	OUTCOME/NOTES
Quick reminder: Charge/membership of Accreditation Steering Committee approved by College Council May 27	Spatafore	Noted
Notes from previous meeting <u>Distributed:</u> May 24 notes	Spatafore	Accepted without comment
<p>Review of Educational Master Plan (http://deanza.edu/emp) and revised mission statement: De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.</p> <p>De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:</p> <ul style="list-style-type: none"> •Communication and expression •Information literacy •Physical/mental wellness and personal responsibility <ul style="list-style-type: none"> •Global, cultural, social and environmental awareness •Critical thinking <p><u>Distributed:</u> Two copies of EMP</p>	LaManque	<p>LaManque displayed the online version of the Educational Master Plan (EMP) and underscored the importance, which the group acknowledged, of connecting the revised (in spring) mission statement to institutional planning. He pointed out that the EMP includes much information on the mission statement, planning, metrics and analysis. Haynes said that the Institutional Core Competencies (ICCs) are being mapped to SLOs. Metcalf added that Standard III is incorporating the mission and ICCs into its work.</p> <p>LaManque noted that the district research webpage (http://research.fhda.edu/) includes the district master plan, which provides evidence needed by Standards III and IV. Newell will be updating the De Anza research webpage (http://dilibert.deanza.fhda.edu/daresearch/), which features studies, surveys, and reports including the annual State of the College report, also published on the president's page. AARC data is included in many such reports; additional figures are available. A map of colleges' and district functions is being developed by Kevin McElroy and Mike Brandy. LaManque asked that additional research requests be forwarded to him and Newell.</p> <p>The group discussed the advisability of citing evidence in multiple places and throughout the standards.</p> <p>Spatafore asked for ideas to promulgate the mission statement; initial suggestions included on the website and portal; bookmarks and posters; and agendas for key meetings. It was noted that the mission is always featured in the catalog and schedule.</p>

<p>SLO/SSLO/AUO calculation methodology; Accreditation Survey distribution and analysis; Additional research needs; Recent site visit</p>	<p>LaManque/Khanna</p>	<p>After intensive discussion in the SLO Steering Committee and with research staff and others, standard methodology has been established for calculating SLOs, SSLOs, AUOs and the progress of assessment cycles. "Master courses" are those in the ECMS system with course outlines attached to them; cross-listed, special topics and projects courses are not included, nor are courses that have not been taught in the past five years. On Sept. 24, 2010, there were 1,581 master courses in the system. All SLOs are counted; if a SLOAC is in phase two or three, it is considered "in progress"; when phases two and three equal the number of the SLOs, then the SLOAC is "complete."</p> <p>Program SLOs are being reviewed and counted. Haynes is himself maintaining SSLO and AUO documents on spreadsheets; he stated the need for the to-be-purchased comprehensive data-tracking system to perform that function. Jeanpierre noted that discussions about such a system are ongoing and that the purchase is a priority for the college.</p> <p>LaManque reminded the group that the Accreditation Survey has been distributed. He reported briefly on his recent service on an accreditation team and emphasized the need to have easily accessible evidence to support all statements. Ease of access is a particular issue given that teams complete most of their work before even visiting a campus, and uses the standards questions to do so (it was noted that the current standards teams are themselves utilizing the questions). Planning and discussion across standards are key; writing should be in a single voice, underscoring the critical role to be performed by Jenkins as the study editor. The declaration that "De Anza meets the standard...." should be made at each appropriate interval.</p>
<p>Specific Timelines <u>Attachment:</u> Timeline</p>	<p>Jenkins/Spatafore</p>	<p>Distributed and posted. All first drafts are due to Jenkins on Jan. 3.</p>

<p>Updates: Standards I, II, III, IV; SLOACs/SSLOACs/ AUOACs</p>	<p>Team leaders; SLO leaders</p>	<p>Standard I, Cole and Kramer:</p> <ul style="list-style-type: none"> • Work going well; looking for evidence • Reviewed planning agendas from 2005 self-study • Meet every 2 weeks • Along with other standards teams, reported on progress to Academic Senate • Giving place and time for mission review <p>Standard II, Khanna:</p> <ul style="list-style-type: none"> • Started meeting in fall quarter • Areas of standard divided into subcommittees, which meet separately • Discussed structure • “Red flags” noted: Where to find info? Which standard? How much detail? • All first drafts from subcommittees due next two weeks • Goal is to have second draft of entire standard done by Dec. 6 • Talked about planning agendas from 2005 self-study <p>Standard III, Metcalf:</p> <ul style="list-style-type: none"> • Have been meeting for about three months • Have four subgroups • Developed the Strategic Technology Plan, approved Oct. 28 by College Council • Need survey results • All going along according to plan <p>Standard IV, Cook and Lee-Klawender:</p> <ul style="list-style-type: none"> • Started meeting in May • Split into subcommittees • Met over the summer • Have some of same questions as other teams • Created own timeline – reviewing drafts now and will be routing docs among subgroups electronically • Gathering evidence • Funding allocation model being written <p>Due to time constraints and in light of the presentation by Khanna as part of the earlier item, there was no separate update from the SLO team.</p>
--	----------------------------------	---

Governance recommendations from Standard IV	Cook et al.	Cook spoke to the Standard IV team recommendations that the governance process be clarified, the model and website reviewed and updated, a handbook developed and a process established for evaluation. The group agreed that the recommendation would be forwarded to College Council on behalf of the Accreditation Steering Committee. Spatafore will take the recommendation to the meeting of Nov. 11.
Calendaring	Spatafore, all	Meetings are to be scheduled for Nov. 19 and Dec. 3.