Accreditation Response Team
Meeting
Leader: President Coon
Wednesday, February 29, 2012

Commitments Cited by Responsible Parties:

Recommendation #3 (Distance Education) – Ken Meier, Ali Klinger

- See commitment details in handout provided by K. Meier and A. Klinger.
- Agreed, that at a minimum, COM must sustain and support the “existing” Distance Education students.
- President Coon recommended to:
  - “continue with the plan in the report”;
  - incorporate the items listed to be done in the report as a framework for a 3-year plan;
  - cite Ingrid Kelly’s report from a few years ago as the beginning of the work plan;
  - create infrastructure to support existing students;
  - (as to immediate growth projections, indicated COM currently has to “stabilize” enrollment growth);
  - start looking at providing cost implications.
- L. McCarty offered to meet and assist Distance Ed Committee with allocation of physical space to meet its needs.

Recommendation #5 (Student Support Services) – Ken Meier

- K. Meier committed to holding the first subcommittee meeting tomorrow.
- K. Meier agreed to present a report at next Wednesday’s meeting with framework similar to the Distance Education one just presented.
- Susan Andrien is resolving bugs in online counseling.
- For pieces of the recommendation falling outside of the Counseling area, K. Meier will bring in B. Balestreri and D. Cook.
- Commitment was requested to release resources for the library materials needed.
- Reminder: Group needs to address evening, IVC and online students, in addition to library services.

Commitments for All Team Members:

- Deadlines: The following new deadlines were discussed and agreed upon by committees after reviewing the ones shown on the “Big Picture Schedule” handout (presented by C. Hsieh):
  - Distance Education Plan   May 1, 2012
  - Facilities Plan    May 1, 2012
  - Technology Plan   May 1, 2012
  - Strategic Plan 2012-2015   June 1, 2012

Please note the “Big Picture Schedule” has been updated with deadlines and attached (Attachment A) to this document for your reference.
• Standards and Eligibility Requirements
  o All team members must review the appropriate standards and eligibility requirements listed in parenthesis at the end of their recommendations as listed in the ACCJC letter of 02-01-2011 to comply with WASC requirements. (See handout – or – Accreditation Response Team web page – “Standards” on pages 2-29.)

• Team Status Reporting Requirements
  o For any team which has not already done so, please provide the following three criteria in their reports to President Coon no later than next Wednesday, March 7th:
    ▪ Current status of recommendation
    ▪ What more needs to be done to complete it
    ▪ Resources needed
  o Teams need to start deciding which team members will serve the following roles for their team:
    ▪ report writer; and
    ▪ evidence organizer.

Commitments Made by President Coon:
  o established file system by each recommendation for use in tracking progress;
  o to hold a college wide meeting sometime after spring break to communicate updates; and
  o schedule conversation among the broader College community about the final report at fall 2012 Convocation
Big Picture Schedule

Accreditation Follow-Up Report

**August 2012**
- Convocation (8/21)

**September 2012**
- Management Council (9/4)
- ASCOM (9/5)
- Classified Senate (9/6)
- Academic Senate (9/7)
- College Council (9/8)
- the Board for approval on September 15, 2012.

**October 2012**
- Submission of the Follow-Up Report due to ACCJC on October 15, 2012
**PRAC Accreditation Tasks:**

1. Resource Allocation (Program Review & SLO, Rec #1)
2. Integrated Planning Manual (Rec #1)
3. Strategic Plan 2009-2012 Progress Report (Rec #1)
4. Strategic Plan 2012-2015 (Rec #1)  | June 1, 2012
5. SLO Assessment Plan (Rec #2)
6. Distance Education Plan (Rec #3)  | May 1, 2012
7. Facilities Master Plan (Rec #7)  | May 1, 2012
8. Technology Master Plan (Rec #8)  | May 1, 2012

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<th>PRAC Meeting Dates</th>
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- PRAC only has 6 meetings left.
  1. Where do all plans fit in? Should we recommend all plans’ responsible parties (#4 through #8) giving us a date when they submit their plan? **No later than May 15.**
  2. When will we start Resource Allocation task? End of March?
  3. Should PRAC meet more often in May and June? **Yes, possibly meet weekly in April, May and June if needed**
  4. Should PRAC suggest College Council meet often in May and June? Or use email to approve plans?
  5. Do plans #3 through #8 need to go to the Board?