Accreditation Response Team
Meeting
Leader: Dr. Chialin Hsieh for President Coon
Wednesday, March 14, 2012

Commitments Cited by Responsible Parties:

Introduction: Ed Buckley and John Spevak (Consultants from College Brain Trust)

• Accreditation Response Report:
  ➢ to respond to teams regarding WASC recommendation work and provide coaching;
  ➢ to write final consolidated accreditation report.

• Next Strategic Plan:
  ➢ To assist with/guide development of plan.

• Related Tasks:
  ➢ By April 5, each team’s lead writer needs to send to Chialin, who will forward to Ed and John, a one-page bullet sheet (as if writing the report at that time) to include: a) items done, b) what the team is confident will be done by May 30, and c) any items which cannot be done by May 30 until other actions occur.

Designations for Teams’ Leads, Report Writers and Evidence Organizers

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Lead(s)</th>
<th>Report Writers</th>
<th>Evidence Organizers</th>
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<tbody>
<tr>
<td>1</td>
<td>S. McKinnon, Y. Bellisimo, D. Snyder</td>
<td>S. McKinnon, Y. Bellisimo, D. Snyder</td>
<td>S. McKinnon, Y. Bellisimo, D. Snyder</td>
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<tr>
<td>2</td>
<td>Y. Bellisimo</td>
<td>Y. Bellisimo</td>
<td>S. McKinnon, J. Arnold, B. Reetz</td>
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<td>3</td>
<td>D. Snyder</td>
<td>D. Snyder</td>
<td>A. Klinger (thru May 2012)</td>
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<td>5</td>
<td>N. Schorske</td>
<td>(to be determined)</td>
<td>(to be determined after meeting)</td>
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<td>7</td>
<td>L. McCarty, E. Dunmire</td>
<td>L. McCarty, E. Dunmire</td>
<td>Facilities Planning Committee</td>
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Note: Kathleen Kirkpatrick to provide training how to post/organize evidence on web site to evidence organizers.
**Recommendation #1 (Planning) Team – Sara McKinnon**
- To arrange team meetings to work on development of two to three plans to meet deadlines for review and approvals;
- To “reboot” the Student Access and Success Committee.

**Recommendation #2 (SLOs) Team – Y. Bellisimo**
- To approve the *Student Learning Assessment Plan* with edits to send to PRAC on the 27th, then to College Council, then to president, then to S. McKinnon for signature;
- To finish matrices;
- To de-activate some degrees;
- To monitor and assess degrees;
- To present progress (with even bigger report to WASC) by earlier deadline per the guidelines to be sent out April 1st “as part of the first group to be monitored”;
- To show WASC two links:
  - one for students (access to rubrics for each course);
  - one for faculty (and ensure all instructors are informed and know to advise students);
    - C. Summa-Wolfe to provide support with this via her staff (late May);
    - The team was advised to insert this request into its *Requested Resource Report* (report requirement of all teams for submission to President Coon);
    - C. Summa Wolfe also was advised to insert resources into her *Requested Resource Report* for requests such as these (if volume requires it).
- To “match up” matrices (i.e., Art, Dance, etc. within Humanities) so they are consistent (citing G.E. SLOs);
- N. Schorske and Y. Bellisimo to set deadlines.

**Recommendation #3 (Distance Education) Team – D. Snyder**
- M. Northcott to send bullet points by April 1, 2012 (to include history and list of projects needing to get completed).
- A. Klinger to continue updating her list.

**Recommendation #5 (Student Support Services) Team – N. Schorske, J. Erdmann**
- **Student Services:**
  - B. Balestreri, A. Phillips and N. Schorske to meet Monday (including to clarify N. Schorske’s role) to determine how “it will work”, citing it being a “brand new process”.
- **IVC Library:**
  - Since this plan “still holds true”, plans shall continue to be implemented (as long as funding prevails). *Note: for plan details, John Erdmann cited his previously submitted reports to the team regarding circulation, staffing, web presence, signage, storage, etc. (see ACT website [http://www.marin.edu/com/ODP/AccreditationResponseTeam.htm](http://www.marin.edu/com/ODP/AccreditationResponseTeam.htm))*
  - To announce more progress with the signage in the next two weeks. (Signs could be implemented by the end of June.)
- **Evening Services:**
  - N. Schorske to meet with B. Balestreri; and will report progress next time.
**Recommendation #7 (Facilities Plan)**— Laura McCarty

- To continue tracking lists of bond projects, ADA needs, deferred facilities maintenance, and “come-back” projects (currently unaffordable); update and prioritize.
- To continue gathering data for full cost of ownership for all buildings – but is focusing right now on the Learning Resource Center and the Science/Math Building.
  - To build a database for the other buildings for subsequent years.
- To keep in mind progress needs to be “assessable”; and evident that it is a plan “in motion”.

**Recommendation #8 (Technology Plan)**— Mike Irvine

- See commitments listed in handout entitled Report to the Accreditation Response Team; Recommendation #8 (Technology Plan) distributed by Mike Irvine.
  - C. Hsieh to send out a survey to both a) faculty/staff and b) students based upon questions developed in collaboration with Consultant Ann Marie Lancaster.
  - Committee to continue to work on plan using terminology from the Educational Master Plan and the Strategic Plan (also noting integration of a Tech Plan symbol into documentation’s diagram).
    - To provide preliminary draft of plan to PRAC April 3, 2012;
    - To provide final plan April 27, 2012.
  - To include costs at the end of the plan.

**All Teams**

- Send two-three paragraph summary of progress reported today to Barbara.David@marin.edu for President Coon’s review upon return (requested by A. Harrison).
- See Related Task under Introduction above.

**Next Meeting**

- Be prepared to provide:
  - team updates;
  - resources (human and monetary) needed.
    - C. Hsieh to create and send members template to use for requesting resources.
    - A. Harrison agreed to convert units to dollars.
- Think about contents of one-page bullet sheet (see Introduction section above).
- Remember to show evidence that plans are “in motion” and they are:
  - not just being created, but “are beginning to make a difference”;
  - helping to inform decisions;
  - being used to affect funding (PRAC's decisions).
- C. Hsieh to send timeline regarding plans and deadline dates for PRAC.

**Meeting Attendees**

**Guests:** Edmund H. Buckley and John Spevak, Ph.D., Consultants from College Brain Trust