

Accreditation Punch List

Meeting Notes

July 20, 2017

The meeting began at 1:07 p.m.

Present: Dr. Stephen Schoonmaker, Darlene Melby, Chris Vancil, Dr. Todd Scott, Melissa Green, Nancy Miller, Bart Scott, Lori Luddon

Absent: Eric Houck

Dr. Schoonmaker said that Eric Houck had forwarded him information on the Technology Plan since he was unable to attend the meeting. It is close to completion.

Dr. Schoonmaker expressed his concern about having an October 1 date to have the report ready. The intended outcome of the meeting is to identify who is working on what, where we are in the process, and any questions or concerns regarding the recommendations. We will identify who will provide both the narrative of the work completed on each recommendation and the documentation as evidence of our progress; then it will be up to Dr. Todd Scott, as the ALO, to receive and combine these contributions into the full draft report.

RECOMMENDATIONS TO MEET STANDARDS

RECOMMENDATION 1

Responsible Parties: Bart Scott, Academic Senate (Chris Vancil will have a faculty member review).

Action Plan: All minutes, including Senate Exec and Board minutes that document processes are posted online. Bart would like faculty to review language to make sure we respond with correct verbiage. Bart needs to write up how process was done, and run it by Chris.

Completion Date: Completed July 2017.

RECOMMENDATION 2:

Responsible Parties: Eric Houck, Bart Scott, Planning Committee, Shirley Louie, Jesse Cecil

Action Plan: Eric Houck expects to present the Technology Plan to Tech Council as soon as the faculty return.

The first review of disaggregated data did not yield sufficient information. We can collect disaggregated data on anything we want. Although this information cannot be collected through Banner, it can be done by other means. The Student Success Scorecard is shared with the Board yearly. Bart provided information shared with Instruction Council, the Board of Trustees and Jodi can provide minutes from Math and English department meetings. Shirley Louie and Jesse Cecil should be able to assist Bart in documenting Math meeting discussions.

Completion Date: How soon can committee memberships be determined so meetings can be set up? Chris feels that by August 24 the faculty committee membership should be set. Dr. Schoonmaker would like to meet on August 25.

RECOMMENDATION 4:

Responsible Parties: Dr. Todd Scott, Samantha Worthington

Action Plan: Samantha Worthington has completed one substantive change for the FIELD ISA. Chris Vancil has reviewed it, Todd will follow up. We were not planning on doing one for SFPD because we thought it was ending. Since it will continue through December 2018, Todd will create one off the FIELD document. We have a letter from Cerra Coso, but still need a letter from Sequoias.

Completion Date: FIELD will be submitted next week, SFPD in another two weeks. Complete August 2017.

RECOMMENDATION 5:

Responsible Parties: Dr. Todd Scott

Action Plan: Dr. Scott sent out emails to all faculty about SLOs over the past few semesters. Vickie has reviewed syllabi and has created a spreadsheet on the data. Todd will link to emails and Vickie's documents.

Completion Date: System is in place.

RECOMMENDATION 6:

Responsible Parties: Dr. Todd Scott

Action Plan: Samantha Worthington has been hired as the ISA director. She has made one Board presentation regarding her training with FIELD.

Discussion has occurred with Steve Reynolds. The ISAs were reviewed under English program review but there is a need to develop mechanisms for SLO – make sure FIELD and SFPD are done.

Completion Date: Program review of FIELD and SFPD will occur in January or February 2018.

RECOMMENDATION 7:

Responsible Party: Dr. Todd Scott

Action Plan: 90% completed when Accreditation Team was here March 2016.

Completion Date: May 2016.

RECOMMENDATION 8:

Responsible Party: Dr. Todd Scott, Nancy Miller, Faculty Association, Faculty Senate Exec, Theresa Richmond, Campus leadership.

Action Plan: The new form is going through approval processes and will be in use for spring 2018.

Completion Date: January, 2018.

RECOMMENDATION 9:

Responsible Party: Bart Scott, Theresa Richmond, Melissa Green

Action Plan: Bart has provided data to HR and that information has been disseminated in the EEO plan that went to the Board. Students and staff are on the Diversity Council. Melissa Green will submit a campus climate survey.

Completion Date: Partially complete; remainder by September 2017.

RECOMMENDATIONS TO IMPROVE INSTITUTIONAL EFFECTIVENESS

RECOMMENDATION 3:

Responsible Party: Dr. Todd Scott, Elaine Eldridge

Action Plan: Campus community notified whenever schedule and catalog addendums are updated.

Completion Date: Completed, but date not indicated.

RECOMMENDATION 10:

Responsible Party: Dr. Todd Scott, Melissa Greene

Action Plan: Melissa will set up an EMP meeting when school starts and will ask faculty to participate. Data has been collected but there needs to be more info for fiscal stability component. What do we need from October forward to get more information? What course offerings do we have? Are we offering the right classes or the right times? This information needs to be added to the EMP.

Completion Date: Unsure when this can be completed. Will be discussed August 8.

RECOMMENDATION 11:

Responsible Party: Darlene Melby, Bart Scott, Dr. Schoonmaker

Action Plan: Darlene Melby and Dr. Schoonmaker will be writing up additional plans.

Completion Date: Transition year to new processes likely, which will be reflected in report.

RECOMMENDATION 12:

Responsible Parties: Darlene Melby, Stephen Schoonmaker

Action Plan: Darlene and Dr. Schoonmaker will be providing more dialog and electronic information to the campus.

Completion Date: Transition year to new processes likely, which will be reflected in report.

RECOMMENDATION 13:

Responsible Parties: Dr. Schoonmaker

Action Plan: Dr. Schoonmaker has met with all groups on campus to discuss governance. Process will not be in place by October but will be worked on extensively through this year. The committee evaluation form has been in place for two years. Planning Committee meets to discuss governance. Administrative Procedure 3250 has been approved by the Board.

Completion Date: Ongoing, which the report will reflect.

RECOMMENDATION 14:

Responsible Parties: Dr. Todd Scott, Dennis Roberts

Action Plan: Program reviews completed in Kinesiology and Athletics.

Completion Date: Completed, but date not indicated.

Responsible parties need to have both a draft narrative and any evidence (either attached or links identified) to Dr. Scott by Monday, July 31. Dr. Scott will have a draft ready on Monday, August 7 for everyone's review, and a meeting for all responsible parties to review the draft will be on Tuesday, August 8 at 1 p.m.

Meeting adjourned at 3:06 p.m.