



**Accreditation Council  
Minutes  
March 15, 2021, 3-5p.m.  
Via Zoom**

*Approved 05/03/2021*

**MEMBERS**

Name	Representing	Present	Absent
1. Dr. Cathryn Wilkinson, Co-Chair	Administration	X	
2. David Beymer, Co-Chair	Full-Time Faculty	X	
3. Cheryl O'Donnell	Academic Senate/Full-Time Faculty	X	
4. Dr. Brian Lofman (I)	Administration	X	
5. Dr. Romero Jalomo (II)	Administration	X	
6. Steve Crow (III)	Administration	X	
7. Dr. Raul Rodriguez (IV)	Administration		X
8. Alma Arriaga	Confidential		X
9. Belen Gonzales	CSEA	X	
10. Brenda Jones	CSEA	X	
Vacant	L-39		
11. Michael Hooper	Full-Time Faculty	X	
Vacant (QFE #1)	Full-Time Faculty		
12. Mercedes Del Real (QFE #2)	Full-Time Faculty	X	
13. Dr. Emily Rustad (QFE #3)	Full-Time Faculty	X	
14. Cynthia Ainsworth (Rec #1 – Library)	Full-Time Faculty	X	
15. Deborah Stephens (Rec #2 - Technology)	Full-Time Faculty	X	
Vacant	Part-Time Faculty		
16. Victoria Valdez	Associated Student	X	
17. Guadalupe Rodriguez	Associated Students	X	

CALL TO ORDER & INTRODUCTIONS  
Meeting called to order at 3:01 pm.

David Beymer

**ACTION ITEMS**

1. Consider Approval of Agenda  
**MOTIONED** (Del Real), Seconded (Ainsworth), majority approved.
2. Consider Approval of Minutes of November 30, 2020  
**MOTIONED** (Rustad), Seconded (Stephens), majority approved.

David Beymer

David Beymer

## INFORMATION/DISCUSSION/PRESENTATIONS

1. Membership Update for [Council](#) and [Writing Teams](#) David Beymer

Mr. Beymer reviewed the council membership and noted that we still have one vacancy for L-39, one full-time faculty (QFE #1), and one part-time faculty. He also reviewed the writing team membership list. Dr. Wilkinson advised that the classified staff position for QFE #2 is still vacant. Ms. Del Real shared that they are hoping to have Board approval in April, so she should be able to help us fill that writing team position.
  
2. Verbal Report on QFEs and Recommendations Writing Team Leads

QFE #1 (Guided Pathways) – Dr. Lofman reported that at least four of the five designs should be ready for students in Fall 2021, and they plan to have webpages dedicated to these designs. He mentioned that he'd like to tie College ReDesign with Guided Pathways events, but we haven't had any major strategic planning events for a year and a half. Dr. Lofman shared that he has been in discussions with Academic Senate leadership regarding the Senate's role with Guided Pathways; more discussions to follow. Lastly, the Chancellor's Office budget for funding our Guided Pathways work will end next year. It is unclear how we will continue to fund Guided Pathways. The most important thing overall is the impact on student outcomes –we'll want to pay strict attention to this moving forward.

QFE #2 (Student Transfer) – Ms. Del Real shared the following updates: 1) Counseling Department has consistently offered COU-9, *Planning for Transfer Success*, since Spring 2020. 2) CSUMB opened their new Transfer Student Success Center in Fall 2020, and Hartnell's Transfer & Career Center has collaborated in "warm hand-off" transfer activities for our students. 3) Hartnell's Transfer & Career Center team developed a self-enroll Canvas course "*Apply for Transfer*," which guides students "at the gate" through the steps of applying for transfer. Dr. Wilkinson suggested that Ms. O'Donnell and Dr. Lofman bring the information forward to CREST.

QFE #3 (Career Placement) – Dr. Rustad shared that she has gathered evidence for advisory meeting minutes for CTE. Next step is to look at labor market data; right now she has data in the CTE department. Dr. Wilkinson added that we've made progress in a pilot career hub – this will be for more areas than just CTE.

Rec #1 (Library) – Ms. Ainsworth reported that they were not able to hire an outreach librarian. The recommendation was to have presence at all locations. Due to Shelter-in-Place, they tried various ways to reach out to students (e.g., Cranium Café, videos, etc.). In Spring 2021, they created modules in Canvas to assist students. They have plans to pull data with Dr. Layheng Ting, so they will have evidence for their report.

Rec #2 (Technology Master Plan) – Ms. Stephens shared that VPIT Phillips is working on the Technology Master Plan, and he has a draft ready to share with the Technology Development Council.

Student Learning Outcome – Mr. Beymer shared that there is ongoing work by the Outcomes & Assessment (O&A) Committee, led by Ms. O'Donnell, but nothing to officially report at this time.

Institutional Set Standards I.B.3 – Mr. Beymer shared that there is no report at this time.
  
3. Google Folder Navigation Dina Hayashi

Ms. Hayashi reviewed the Google folders with the council members. She advised that all council members have viewing access to the main folder; Dr. Wilkinson and Mr. Beymer are the only ones with editing access. Within writing teams, the members for each team have editing access to their specific folder. Currently, everyone has editing access to the "Evidence" folders only.

## **ACTION**

Links to the main folder will be emailed to all council and writing team members once Dr. Wilkinson is ready to send the "cheat sheet" to provide guidance for the writing team.

4. ACCJC Annual Report Cathryn Wilkinson  
Dr. Wilkinson shared that we file two parts of an annual report: 1) a general report from Academic Affairs (enrollments, completions, etc.), and 2) fiscal report. We completed the first report with assistance from the IPRE department. VP of Administrative Services, Steve Crow, shared that the second report has several questions completed by Controller David Techaira. There are a couple of questions that need assistance from Student Affairs. The report should be ready to be submitted soon to Dr. Rodriguez.
  
5. ACCJC Standards Review 2021 Cathryn Wilkinson  
Dr. Wilkinson shared that ACCJC reached out to various colleges to review standards. Dr. Jalomo mentioned that for three of the academic years (2019-2020, 2020-2021, and 2021-2022), we will have been teaching and providing remote services and this impacts Standard II, which is the standard he oversees. Dr. Wilkinson advised that she doesn't believe the standards will change due to remote learning. She will, however, reach out to her fellow CIOs for some feedback.
  
6. Governance Survey Cathryn Wilkinson/  
David Beymer  
Mr. Beymer and Dr. Wilkinson directed everyone to the survey link and asked members to take a few minutes to fill out the survey. Results will be discussed at our next meeting.
  
7. [Student Success and Equity Committee Institutional Self-Assessment](#) Cathryn Wilkinson/  
David Beymer  
Dr. Wilkinson and Mr. Beymer reviewed the document, and council members provided feedback. Ms. Ainsworth mentioned an equity rubric that might have come from Peralta and offered to send the [link](#) (note: the self-assessment for equity link is from the [National Center for Inquiry Improvement](#)).  
  
If anyone has more thoughts to share, please email Dr. Wilkinson or Mr. Beymer before end of March.

## ANNOUNCEMENTS

1. [Accreditation Basics Online Course](#): Certificates of Completion to be submitted to Dina.  
  
Ms. O'Donnell shared that she reviewed the new [ACCJC webinars on Accreditation Basics](#), since she wasn't able to view the training through the online link.
  
2. ACCJC Events
  - [ACCJC Initiatives Updates](#)  
Tuesday, March 23rd, 2021, from 1-2 p.m. PDT  
Join Commission staff for an update on important initiatives, including the ACCJC standards review, virtual site visits, and the formative/summative review process.

Panelists:

Stephanie Droker, President, ACCJC  
Kevin Bontenbal, Vice President, ACCJC  
Lori Gaskin, Vice Chair, ACCJC  
Gohar Momjian, Vice President, ACCJC  
Catherine Webb, Vice President, ACCJC

- [2021 Virtual Partners in Excellence Symposium: Equity, Quality, and Innovation Through Action](#)  
Event Dates: Tuesday, April 20, 2021, 1:00-2:30 p.m. PDT  
Wednesday, April 21, 2021, 1:00-3:00 p.m. PDT  
Thursday, April 22, 2021, 1:00-2:30 p.m. PDT  
Will be hosted online, free of charge. Information about registration will be available soon.  
Dr. Wilkinson highly recommends our members to register for one or all of these webinars.

3. Dr. Wilkinson welcomed new ASHC representatives, Victoria Valdez and Guadalupe Rodriguez, and asked them to introduce themselves.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None

NEXT MEETING(S)

- May 3, 2021, in lieu of May 17, 2021

MOTION TO ADJOURN

Meeting adjourned at 4:18 pm.

Cathryn Wilkinson