



**Accreditation Council  
Minutes  
April 17, 2023, 3-5p.m.  
Via Zoom**

**MEMBERS**

Name	Representing	Present	Absent
1. Dr. Cathryn Wilkinson, Co-Chair	Administration	X	
2. David Beymer, Co-Chair	Full-Time Faculty	X	
3. Dr. Jason Hough	Academic Senate/Full-Time Faculty		X
4. Dr. Brian Lofman (I)	Administration	X	
5. Dr. Romero Jalomo (II)	Administration	X	
6. Graciano Mendoza (III)	Administration	X	
7. Michael Gutierrez (IV)	Administration		X
8. Alicia Gregory	Manager, Supervisor, or Confidential		X
9. Shawn Pullum	CSEA		X
10. Dr. Layheng Ting	CSEA	X	
Vacant	L-39		
11. Chris Moss (QFE #1)	Full-Time Faculty		X
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. Bryan Cabello	Associated Students	X	
17. Jennifer Santiago	Associated Students	X	

**Others**

Name	Title or Representing	Present	Absent
Dr. Gayle Pitman	Administration	X	

**CALL TO ORDER & INTRODUCTIONS**

Cathryn Wilkinson

Meeting called to order at 3:02 pm.

Mr. Beymer introduced Dr. Pitman, who is the new Associate VP of Institutional Equity, Effectiveness, and Success. She shared that she is getting a sense of how things work at Hartnell, and people have been extremely helpful. Dr. Pitman was at Sacramento City College for 22 years, first as a faculty member in psychology and women & gender studies, and then as the dean of planning, research and institutional effectiveness. She was also the ALO, and went through the ISER to reaffirm their accreditation. Dr. Pitman will be the ALO for Hartnell College soon. Members also introduced themselves to Dr. Pitman.

## ACTION ITEMS

1. Consider Approval of Minutes of February 27, 2023 David Beymer  
**MOTIONED** (Lofman), Seconded (Ainsworth), unanimously approved.
  
2. Recommend to prepare and submit Substantive Change to ACCJC for approval to offer a Bachelor's Degree in Respiratory Care David Beymer/  
Cathryn Wilkinson  
**MOTIONED** – no action taken.  
Mr. Beymer explained that we need to submit substantive change reports for items such as a different campus, new degree, etc. Dr. Wilkinson shared that Dean Debra Kaczmar would like to submit a Substantive Change to the ACCJC for approval this summer. The moving parts include approval from the Bay Area Community College Consortium (BACCC), as well as ACCJC. We also need to obtain intersegmental approval from the Chancellor's Office. Lastly, our local Curriculum Committee needs to approve the curriculum – it is in their queue for review and consideration to approve. Dr. Pitman added that according to ACCJC's timeline, the soonest they would look at this would be July 2023 – meetings are monthly, but they do take a break during the summer.

No motion was made; members were hesitant to make a motion with no draft to review. Co-chairs will bring a draft forward to our members in May. Dr. Wilkinson advised that there are several checks and balances to receive approval. Ms. Stephens inquired if the library will get additional funding for bachelor-level resources. Dr. Wilkinson advised that Ms. Stephens question needs to be raised at the Curriculum Committee.

Dr. Pitman inquired about the rationale for this Bachelor's Degree. Dr. Wilkinson explained that the proposal was brought forward to a Program Evaluation Committee; this group reviewed the report and approved to move the proposal forward. The respiratory care program has a great need for respiratory professionals. Dr. Pitman stated that she agreed with Ms. Ainsworth's concern about "putting the cart before the horse," and added that it would be helpful to know where this item is in the Curriculum Committee queue. Co-chairs will check in with Dr. Kelly Locke, Curriculum Committee Chair.

VP Mendoza inquired about the resources allocated to this degree. Dr. Wilkinson thanked him for the reminder and she will circle back with the information.

## INFORMATION/DISCUSSION/PRESENTATIONS

1. Status – ACCJC Annual Report and Annual Fiscal Report submitted Cathryn Wilkinson  
Dr. Wilkinson shared that these reports are required every year by ACCJC. It's a snapshot of our overall status and financial status. She thanked the research office for pulling the data for the annual report, and VP Mendoza's office for their work on the fiscal report. Annual reports can be found on our [Accreditation](#) webpage.
  
2. Draft selection of writers for ISER to replace midterm writers - Tri-leads David Beymer
  - I. Institutional Mission and Effectiveness
  - II. Student Success
  - III. Infrastructure and Resources
  - IV. Governance and Decision-Making

[Draft 2024 Standards](https://accjc.org/wp-content/uploads/19.a.ii.-FirstReadingStandardsOnly-REDLINE-2022-12-09.pdf) presented to the Commission in January for first read available at:  
<https://accjc.org/wp-content/uploads/19.a.ii.-FirstReadingStandardsOnly-REDLINE-2022-12-09.pdf>

Mr. Beymer shared that new sections would be written by either Dr. Pitman's area or Dr. Lofman's area. Mr. Beymer has been working on faculty leads – one has responded thus far.

Dr. Lofman requested clarification on the membership of the Accreditation Council under the new governance structure. Mr. Beymer stated that this council will be a sub-council of the HCC, but the members will not necessarily be HCC members.

3. ISER training happens 2 to 2.5 years in advance of ISER due date. Cathryn Wilkinson/  
David Beymer  
ISER is tentatively due August 1, 2025  
Our ACCJC liaison, Dr. Catherine Webb, has indicated that she is available to train our tri-leads once we identify the writers. If our due date stays at August 2025, we would aim for training in August 2023.

#### ANNOUNCEMENTS

1. [ACCJC Educational Series](#) to learn more about a variety of topics related to accreditation. Dr. Wilkinson encouraged everyone to view these webinars. Mr. Beymer added that it would be helpful for folks to attend the seminar next May
2. Listening Session for Draft 2024 Standards Tuesday, April 18, 1 - 2 p.m. and 5 - 6 p.m. Comment form and registration is at: <https://accjc.org/announcement/accjc-standards-review-update-and-next-stepsjanuary-2023/>
3. Hartnell's initial training for the Institutional Self-Evaluation Report (ISER) will be rescheduled for Fall 2023

#### ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None

#### NEXT MEETING(S)

- May 15, 2023

#### MOTION TO ADJOURN

Meeting adjourned at 4:00 pm.

David Beymer