



**Accreditation Council
Minutes
May 3, 2021, 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. 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	

Others

Name	Title or Representing	Present	Absent
Fatima Barron	CSEA	X	

CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 3:08 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of Agenda

David Beymer

MOTIONED (Jalomo), Seconded (Ainsworth), majority approved with additions.

Dr. Lofman requested addition of the following agenda items: 1) Updating Consumer Information on College Website, and 2) Vacant Faculty Position on QFE #1/Guided Pathways Writing Team.

2. Consider Approval of Minutes of March 15, 2021 David Beymer
MOTIONED (Jalomo), Seconded (Ainsworth), majority approved.
3. Consider Approval of Responses to Governance Survey Results David Beymer
 Mr. Beymer reviewed the survey results with members, and requested feedback for the summary report. Members discussed and agreed as follows:
- Strengths of the Council identified through the evaluation
- Co-Chairs will pull key strength from comments on survey
- Improvements for the Council, if any, to be implemented
- Dr. Jalomo suggested training on governance at Convocation and Student Success Conference as a breakout session. Dr. Wilkinson advised that we could do training at the council level. All agreed to record one improvement as:
- Training opportunities for everyone
- MOTIONED** (Lofman), Seconded (Jalomo), majority approved training as one improvement, and for Dr. Wilkinson and Mr. Beymer to record key strengths based on survey comments.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Review of Writing Timeline Cathryn Wilkinson/
David Beymer
- Mr. Beymer reviewed the timeline with the members. Next action is August 2021 when we start the writing process. We are still short one writing team member. Our goal is to have the first draft done by February 2022. Ms. Ainsworth requested clarification on the process for gathering evidence and subsequent writing narratives. Mr. Beymer advised that we will review the process today, and Dr. Wilkinson clarified there was nothing the writing team members should have done before now. She added that this will be a short report, and there shouldn't be a need for a lot of evidence.
2. Review [Drafting Guidelines](#) and Folder Locations Cathryn Wilkinson/
David Beymer
- Dr. Wilkinson reviewed the drafting guidelines with members. She advised members to keep their own files as backup (such as USBs or another drive other than Hartnell Google). If members are writing on the quality focus essay (QFE), they need to remember the focus is on how we want to improve our quality. The two recommendations should show how we have made progress in our continuous improvement. Regarding writing style, Dr. Wilkinson recommended organizing by chronology or topic, and aim for no more than 500 words per section. When referring to evidence in your narrative, it is important to make sure you actually have the evidence in your folder and identify in your narrative with the name given in your folder. Dr. Jalomo inquired if there are any changes to ACCJC guidelines. Dr. Wilkinson advised that there are no new guidelines for this cycle. If anyone has questions about our drafting guidelines, or suggestions for modification, please contact Dr. Wilkinson and Mr. Beymer.
- Dina previously emailed the link to the Google folders to all members, and also included in today's meeting chat.

3. Status Reports Writing Teams on Recommendations #1 and #2 Cynthia Ainsworth/
David Phillips
- Rec #1 (Library) – Ms. Ainsworth reported the writing team met today to do some brainstorming with Dr. Wilkinson and Mr. Beymer. She added that she has researched other colleges to see how they were able to provide library services to their other campuses. Dr. Wilkinson reminded everyone that the ACCJC recommended that we ensure our library services are equivalent at all of our campuses and centers.
- Rec #2 (Technology Master Plan) – Ms. Stephens reported that they weren't able to talk in depth about the new master plan at the last Technology Council. VPIT Phillips plans to share the draft with their council in Fall 2021. Once the plan is presented, the writing team will be able to easily write their report. Dr. Wilkinson inquired if the draft will go to all the councils for review. Ms. Stephens stated that it would most likely go through as an information item.
4. ACCJC Video "[What Is My Role in Accreditation?](#)" Cathryn Wilkinson/
David Beymer
- Dr. Wilkinson explained that the Accreditation Basics Online Training is no longer available. The ACCJC now has an educational video series, as noted in today's announcement. Members watched one of the videos (linked in the topic).
5. Vacant Faculty Position on QFE #1/Guided Pathways Writing Team Brian Lofman
- Mr. Beymer shared that he has reached out to three faculty members, who declined the invitation to be a writing team member and Council member. He has coordinated with Ms. O'Donnell for future consideration at the Academic Senate. Dr. Lofman noted that he is holding back on having another team meeting right now – they will start meeting again in September. He added that the strategic plan assessment has some important metrics to improve, so beginning of Fall 2021 will be a good time for the team to meet.
- Ms. O'Donnell recommended a member of CREST or the Guided Pathways design teams. Dr. Lofman recommended Chris Moss based on his involvement with CREST; Mr. Beymer will reach out to Mr. Moss for consideration. Dr. Lofman requested that the vacancy be filled by Convocation (August 27, 2021). If anyone has further recommendations, please contact Mr. Beymer or Dr. Wilkinson.
6. Updating [Consumer Information](#) on College Website Brian Lofman
- Dr. Lofman reviewed the webpage (linked in topic) and stated that we need to update the website. Although this was not an item we are required to correct, he stated that this came up as an accreditation item at the last ACCJC visit. Dr. Lofman added that he hasn't determined the best area to maintain this webpage, but felt that our Council was the best place to begin the discussion. Dr. Wilkinson stated that anything we can do to make it easier for our students to locate information is worth the effort. Mr. Beymer added that this webpage is used for recruiting student-athletes from out of state.

ACTION

Dr. Wilkinson will coordinate with Dr. Lofman to bring this topic to the President's Executive Cabinet for consideration.

ANNOUNCEMENTS

1. The ACCJC Accreditation Basics online course is no longer being offered. ACCJC has replaced the course with a [series of educational videos](#).

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None

NEXT MEETING(S)

- September 20, 2021
- October 18, 2021
- November 15, 2021
- December 20, 2021 (may be rescheduled to December 6 due to Winter Break)

MOTION TO ADJOURN

Meeting adjourned at 4:16 pm.

MOTIONED (O'Donnell), Seconded (Crow), unanimously approved.

Cathryn Wilkinson