



**Accreditation Council
Minutes
October 18, 2021, 3-5p.m.
Via Zoom**

Approved 11/15/2021

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. Dr. Steve Crow (III)	Administration	X	
7. Dr. Raul Rodriguez (IV)	Administration	X	
8. Alma Arriaga	Confidential		X
9. Maria De Leon	CSEA	X	
10. Brenda Jones	CSEA	X	
Vacant	L-39		
11. Michael Hooper	Full-Time Faculty	X	
12. Chris Moss (QFE #1)	Full-Time Faculty	X	
13. Mercedes Del Real (QFE #2)	Full-Time Faculty	X	
14. Dr. Emily Rustad (QFE #3)	Full-Time Faculty	X	
15. Cynthia Ainsworth (Rec #1 Library)	Full-Time Faculty	X	
16. Deborah Stephens (Rec #2 - Technology)	Full-Time Faculty	X	
Vacant	Part-Time Faculty		
17. Daniel Gonzalez	Associated Students		X
Vacant	Associated Students		

CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 3:04 pm.

Cathryn Wilkinson

ACTION ITEMS

1. Consider Approval of Agenda David Beymer
MOTIONED (Jalomo), Seconded (Lofman), unanimously approved with Dr. Lofman's friendly amendment to revise agenda item #6 – "Institution *a*/Set Standards" to "Institution-Set Standards."

2. Consider Approval of Minutes of September 20, 2021 David Beymer
MOTIONED (Wilkinson), Seconded (Lofman), unanimously approved.

***Hartnell College Vision Statement:** Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.*

***Hartnell College Mission Statement:** Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.*

INFORMATION/DISCUSSION/PRESENTATIONS

1. Welcome New Members

David Beymer

Mr. Beymer reviewed the council members list and welcomed our newest member, Maria De Leon, who has worked at Hartnell in many capacities. Mr. Beymer also noted that our other new member, Daniel Gonzalez, is a student representative. Ms. Stephens mentioned that there are two different first names listed for Mr. Gonzalez in last month's minutes. Dr. Wilkinson advised that Dina will look for the error and correct.

2. ACCJC Video Training: [ERs, Standards and Policies](#)

Cathryn Wilkinson/
David Beymer

Dr. Wilkinson explained that we will review ACCJC video trainings every meeting in lieu of the old online basics training. Dr. Jalomo inquired as to the writer of the eligibility requirements (ERs) for our Midterm Report. Mr. Beymer advised that we do not need to address ERs for our upcoming report. However, they do tie into our substantive change reports, which Dr. Wilkinson will address later in today's meeting.

3. Institution-Set Standards (ISS)

Cathryn Wilkinson/
David Beymer

Dr. Wilkinson explained that ISS are standards established by outside agencies for our CTE programs. Dr. Lofman provided clarifying language: Hartnell College's institutional effectiveness framework specifies that three performance levels for our standards shall be set, whereas the ACCJC expects that two performance levels (floor and ceiling) for metrics shall be established. Hartnell's three levels are: minimum expectation, attainable goal, and aspirational goal - see: [Institutional Effectiveness Framework](#)

Dr. Wilkinson noted that we do not have any institution-set standards recorded for non-CTE programs at this point. Dr. Lofman added that an issue arose due to an ACCJC finding many years ago; we weren't reporting ISS at that time, but we corrected it. Now we need to move into uncharted territory of setting institution-set standards for non-CTE programs. He brought this up for future consideration.

4. Substantive Change Policy

Cathryn Wilkinson

Dr. Wilkinson shared that she recently submitted a substantive change inquiry for our Soledad Education Center. ACCJC advised that since we have two sites (Alisal Campus and King City Education Center) already approved, besides our Main Campus, we do not need to submit a full substantive change for another site. She plans to submit a substantive change inquiry for the Castroville campus.

Dr. Lofman inquired as to the programs that we will be offering online. Dr. Wilkinson explained the emergency approval process that we went through based on the conditions of the COVID pandemic. We had to register with the ACCJC all programs that we converted to more than 50% of courses offered by distance education (DE) for Spring 2020, including correspondence courses for incarcerated students. Ms. Stephens added that the Curriculum Committee is approving many distance ed courses this semester for Spring 2022. Ms. O'Donnell inquired as to the DE addendums for general education programs. Dr. Wilkinson advised that if a program can be offered more than 50% online, then we need to submit substantive change inquiries. Dr. Lofman inquired further about approvals for online services; Dr. Jalomo explained that we are providing online services to students that are comparable to services offered on site.

5. Report out on ACCJC Standards Review

David Beymer

Mr. Beymer shared that he is currently on the ACCJC writing team for updating ISER (Institutional Self-Evaluation Report) standards. One of the big goals is to make the standards more understandable for

students. The other big goal is “outcomes and equity.” He stated that Hartnell is heading in the right direction, so we will be ready when our next ISER is due in 2026.

Dr. Wilkinson shared that ACCJC is looking at the current list of standards; last update was in 2014. There are currently twenty-one ERs, but that may change when the new standards are issued. Dr. Rodriguez observed that after the last update, ACCJC went from ten standards to four. He added that when the college writes the next ISER, we should be working with the site administrators so there are a minimum of issues when it’s time for the site visit. Dr. Wilkinson added that it’s a much more formative focus on visits now. She shared that she will be on a reading team after all of the writing teams are done.

6. Review of [Timeline](#) and [Guidelines](#) for Midterm Report David Beymer
Mr. Beymer reviewed the timeline and guidelines with everyone. He advised that Dina will send another email to council members with the link to the Google folder depository for evidence. Dr. Wilkinson reminded everyone this is not going to be a large report, and advised that each area should submit a maximum of 500 words. Dr. Lofman inquired about the QFEs – will there be a need to have a preface to the three QFEs? Dr. Wilkinson advised that we need to state what the focus is: QFE #1 – Guided Pathways, QFE #2 – Student Transfer, and QFE #3 – Career Placement. If you go to [Accreditation](#) on hartnell.edu, you will see the QFEs in the [ISER](#).

Mr. Beymer directed members to the council’s webpage for today. The [ACCJC’s Guidelines for Preparing Institutional Reports to the Commission](#) will provide more information on submitting the Midterm Report.

ANNOUNCEMENTS

1. [ACCJC Educational Series](#) to learn more about a variety of topics related to accreditation.
2. Dr. Wilkinson requested those who are interested in viewing the ACCJC’s webinar tomorrow on “*Demystifying Accreditation*” to click on the link on the council’s webpage.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None at this time.

NEXT MEETING(S)

- November 15, 2021
- December 20, 2021 (Winter Break) propose to cancel
- February 21, 2022 (Holiday - Washington’s Day) propose to cancel
- March 21, 2022
- April 18, 2022
- May 16, 2022

MOTION TO ADJOURN

Meeting adjourned at 4:08 pm.

David Beymer