

ACCJC College Recommendation 1
Team Meeting Minutes
April 4, 2013, 11:00 AM – 12:00 PM

Members: Chris Vitelli, Kathy Sullivan, Micha Miller, Craig Johnston, Dave Chestnut, and Brandon Moore

Present: Chris Vitelli, Kathy Sullivan, Craig Johnston, and Brandon Moore

Review minutes from previous meeting

Minutes from the previous meeting were reviewed and discussed. No changes were made.

Review Outline

The group reviewed the draft outline submitted to the Vice President of Student Learning. No suggested changes were made. The group agreed that it may be a bit lengthy for a response, but that it would be best to draft the response and then delete content if needed.

Discuss and Develop Plan to Draft Response 01

After reviewing the different components of the draft outline, the following assignments were made:

- Chris Vitelli will take the lead on drafting the initial response and provide as much content as possible before sending it out to the team for review.
- Craig Johnston will work with Mike Torok, Brian Demoss, and the SLO Workgroup to determine the completion percentages for each stage for all courses, programs, administrative services, student support services, and library and learning support services—this data will be included in the response.
- Chris Vitelli will talk with John Leamy regarding the recommended “cycle for review” for all student learning outcomes for courses and programs—the hope is to submit this for approval through College Council as soon as possible.
- The team decided it would be best to schedule a meeting for early next week to review the first draft, which is due to the VPSL by Friday, April 12, 2013.
- For team members who are not able to attend the meetings to review the first draft, they can review and provide feedback electronically.

Assign “to-do’s” for Follow Up / Evidence

As a follow-up from previous assignments, the following summarizes the progress-to-date:

- Craig Johnston will follow up with the Acting President to discuss SLO’s for the President’s Office as well as get a better definition for “Administrative Services.”
 - **Progress:** Craig emailed Dr. Leslie Buckalew and received the following response:
 - *“We do include the presidents office in the area of institutional effectiveness and college goals. As you may know the College Council approved our 5 measurable goals in November. You can find these goals on the presidents website. Additionally, we are in the process of surveying our students to measure our*

institutional effectiveness. The results will be discussed at the upcoming College Council Planning Retreat on May 16th. This addresses our desire to have a culture of accreditation on our campus. And a cycle of continuous improvement based on evaluation. Finally, administrative services are all of those support services including business services for our campus. You will find this review under the VP Admin services (Gary Whitfield's webpage).” (March 29, 2013)

- **Next Steps:** Craig is going to follow up with Dr. Buckalew to get further clarification. It is assumed that the President’s Office learning outcomes will align with the College Goals and assessments.
- Brandon Moore is going to check with students to “spot check” SLO’s in various syllabi throughout campus.
 - **Progress:** Brandon completed a spot check of course SLO’s in syllabi via the web and found that several included them.
 - **Next Steps:** Brandon is going to bring this up at the next student government meeting and ask all the student government leaders to report back to him on how many course SLO’s are included in their syllabi.
- Kathy Sullivan will check with the library to assess their progress and cycle of learning outcomes to-date.
 - **Progress:** Kathy did not formally meet to discuss this with the library, but was able to assess their progress via the SLO Tool. She thought they were in very good shape and continuing through the cycle of improvement.
 - **Next Steps:** Kathy is going to work with Wendy Griffiths-Bender to get one or two examples of how the Library and Learning Support Services SLO’s have led to change and improvement in their area.
- Dave Chestnut will check with the Gary Whitfield, Administrative Services areas, and Student Support Services to assess their progress and cycle of learning outcomes to-date.
 - **Progress:** Dave Chestnut was not in attendance, but he did send out an email to these areas requesting an update as well as requesting they complete the Program SLO Report Card.
 - **Next Steps:** Ask Dave to provide a report at the next meeting.
- Both Craig Johnston and Kathy Sullivan will work to get the Program SLO’s Report Card out to the campus community to provide a tool for self-assessment for each instructional program.
 - **Progress:** Craig and Kathy are working to schedule four workgroup meetings to serve as a resource for faculty to complete the Program SLO Report Card.
 - **Next Steps:** Craig is going to email the dates and times to Chris and he will work to get a room scheduled. Both Kathy and Craig are working on getting the report cards out to the programs by early next week—both via email and in their boxes on campus.
- Chris Vitelli will finalize the draft of the outline and send to the VPSL.
 - **Progress:** This task was completed and submitted to the VPSL. We have not received formal feedback at this point.

Review Timeline and Progress

Completion Date and

Key Time Points

March 29th

April 12th

April 26

May 16th

June 21st

August 15th

August 20th

Summary of Progress

Outline for responses due to VPSL (*completed*)

1st Draft of Response due (*in-progress*)

2nd Draft of Response to President

Draft to College Council

Final Draft to President, John, and Raelene

Move for Adoption by College Council

Submit for Board Approval

Next meeting: April 9, 2013, 12:00 – 1:00 PM, Cellar Restaurant