

## **MINUTES**

**College Executive Committee • February 25, 2011**

San Diego Miramar College

**Present:** Daphne Figueroa, Patricia Hsieh, Brett Bell, Peter Fong, Sandi Trevisan, Darrel Harrison, Joyce Allen, Lou Ascione, Franchesca Gade, Adela Jacobson

### **A. Approval of Agenda**

Approved.

### **B. Approval of Previous Minutes**

Minutes of 2/15/11 pending.

### **C. Guests**

George Beitey, Ana Bravo, Linda Woods

### **D. Chancellor's Cabinet**

No report.

## **E. OLD BUSINESS**

### **1. Finalize teams to Address Accreditation Recommendations (Figueroa)**

Representatives from Academic Senate, Management, Classified Senate and ASC have been identified for each team that will address accreditation recommendations, with the exception of *2004 Recommendation 3* -- "Acquire library materials and database at a level sufficient to support student learning." A classified staff representative still needs to be named. Teams membership was approved by CEC consensus.

## **F. NEW BUSINESS**

### **1. Timeline and Process for Addressing Accreditation Recommendations (Hsieh)**

Report is due to the Commission on October 15, 2011. The college's report will be presented to the SDCCD board of trustees in July, requiring campus completion in the spring semester. Working back from the end of spring (May 20) deadline, the following schedule and milestones were developed:

- Week of Feb. 28: All teams will hold their first meeting
- March 8: Teams will bring their meeting dates/times/location to CEC
- March 28: First draft reports ready for review by "readers" and campus community. Readers will be identified by respective teams.
- April 28: Final draft report posted on website
- May 3: Academic Senate meeting will be a campus wide forum to discuss and approve the final draft.
- May 4: Classified Senate approval.
- May 17: CEC approval
- Submit approved report to SDCCD for July board approval.

All information, meeting schedules and draft reports should be submitted to Linda Woods. Manager representatives on each team will be responsible for calling the first meeting of the

teams. Team leads will be responsible for gathering necessary information, connecting with research, meeting per their respective team schedules, and extending invitations to the college community for campus wide participation.

Woods distributed a writing template that she developed for each recommendation to encourage common formatting as teams respond to accreditation concerns. Based on prior interaction with accreditation team members, Bell emphasized the report needs to be concise and include visual presentation of data.

All information referenced in report must be documented, and all evidence collected and cataloged. Team members will all be provided the *AACJA Guide to Addressing Accreditation Concerns* and their respective writing template.

Members were advised to address the Standards and questions specifics of the recommendation. Answer the question through the lens of the recommendation without restating self-study information. Use the language of accreditation Standards.

Figueroa questioned whether the report should be a compilation from various writers or should be edited by a single writer. Hsieh suggested Duane Short be solicited to be the report editor and that he would be compensated. Figueroa will follow-up with Short.

Woods will distribute templates to each team.

## **G. REPORTS**

None.

## **H. ANNOUNCEMENTS**

None.

*3/2/11*

*Trevisan*