

<b>Accreditation Committee Agenda Items 1 and 2 (Call to Order and Roll Call)</b>	<b>Friday, January 11, 2019</b>	<b>1:30 PM</b>
<b>Members Present</b>	Mandy Billings, Kim DesRoches, Cathy Fulkerson, Brenda Yenkole, Jayna Conkey, Rebecca Bevins, Scott Morrison, Deborah Alves (Recorder)	
<b>Members Absent</b>	Darla Dodge	
<b>Guests</b>	Craig Robinson	
<b>Summary of Actions Taken</b>	<ol style="list-style-type: none"> <li>1. A change in minutes required the addition of a missing attendee was corrected by.</li> <li>2. Kim made the motion to approve the minutes from December 7 2018, Cathy seconded the motion, all were in favor, motion passed.</li> </ol>	
<b>Agenda items for next meeting</b>		

<b>Agenda Item 3.</b>	<b>Approval of Minutes (May 4, 2018 Meetings and Aug. 17 meeting)</b>	
<b>Action Taken</b>	Discussion and vote	
<b>Summary of Discussion</b>	Cathy made the motion to approve the minutes from December 14, 2018, Kim seconded the motion, all were in favor, motion passed.	
<b>Assignments/Potential Agenda Items</b>		
<b>Comments/Information</b>		
<b>Agenda Item 4.</b>	<b>Updates on Rec. 1 and 3</b>	
<b>Action Taken</b>	Update and Discussion	
<b>Summary of Discussion</b>	<p>Mandy presented the updated timeline on notes for Reporting Approval Executive Council, on November 2019, regarding the Strategic Plan. She is not 100% clear on the procedure for sharing the transitional and regular process timeline for the draft. The operation needs more clarity on what is approved and not approved to share.</p> <p>The discussion continued with page 11 regarding the assessment and planning cycles. Mandy stated we will need to agree to a plan before we follow a plan, therefore the report on old plans will be closed out, and the spring semester will begin a new process and applied towards fall 2019. Namely, department vision and goals will be tracked and revised if changed, Strategic Plans will be turned in November 2019 for January, which will begin the 2020 process, while the November and December 2018, and January 2019 activities will be complete for February, 2019.</p>	

Faculty will be attending a meeting in Las Vegas for an Assessment Conference on January 18 and will return to hold another meeting to discuss what transpired. Mandy was concerned that there was no one to represent Nursing, however, Kim stated that Judith Cordia has volunteered Eta for the meeting and they are working on the details to make it happen.

March 1<sup>st</sup> is the deadline for Student Assessment and there is an assessment workshop on January 17, 2019 in Cedar 320D at 10:00 AM. Depending on the demand, more workshops may be planned in the future.

Mandy stated that there is a JOT form to update goals and values on WestNet under Assessments one for Liberal Arts and another form for CTE for Course Level Assessment available for all to access. Once it is submitted a PDF copy will be sent back to the individual.

Cathy invited everyone to the SPIFIE Evaluating of Effectiveness in Reynolds 101 on Tuesday, January 15 at 3:00 PM. The discussion will go through a rubric determining where we are, how we are doing and what are the best practices in relation to the Assessment and the Strategic Plan.

Recommend 1 & 2 drafts are due in April and the final in May, which works well with the Continuity of Operations Plan deadlines.

Scott brought up the Evaluation Committee Report. The Standards Core Theme indicated that there was a lack of transparency on the achievement of student learning and outcomes but they were not clear. Cathy attributed the discrepancy to the requested document, it was sent in the draft form with no appendix. When the final was written, a lot of language was removed, which may have been the flaw that generated such a response. Mandy stated that we can include the information in an addendum, while Cathy mentioned that we will need to include that information in every annual report that follows, although redundant.

Scott is concerned, that in relation to the SLO achievement, about measuring all the assessment results that are turned in and how they will be recorded in a meaningful way that advances student achievement.

Kim suggested that since we are looking to move the focus from the individual section, or course level, to making sure that it is tied into how what one does in their original course serves the program,

	<p>then having something like that is flexible enough, but also creates some consistency. It's not so much about uniformity if we are looking at alignment with program goals.</p> <p>Rebecca stated that due to the rubric, she has added on SLO's to all of her rubrics for grading and can watch the changes of meeting certain SLO's, like critical thinking and writing. Grading online makes using the rubric extremely easy, and having the SLO's attached, helps to instantly generate a report that determines what goals are being met.</p> <p>A discussion took place on how other colleges managed to obtain the information necessary to report aggregated results. Scott spoke of the assessment leads done at Laredo based on randomly chosen samples identifying a certain number of sections in an area. Generally, they will contact instructors, ask them to send writing artifacts with names blacked out from their rosters. Some faculty they would ask submit aggregated results for those students. But there needs to be assessment leads to do the spot checking, a writing sample from these students, and the faculty needs to be involved.</p> <p>It was agreed that, when the time comes, sampling would be the best and acceptable means of measuring student success.</p> <p>Mandy stated that as we work on drafts, workgroup sessions at this time would not be needed but can resume in February or March when we are further along in the process.</p> <p>Cathy brought up the discussion at SPIFIE to utilize the same or similar JOT form that the VP's and department's use in establishing goals for the beginning of year. For SPIFIE Committees, those will be established at the beginning of the academic year and then they are right and assessment report at the end of the academic year on those goals with recommendations for improvement and recommendations for committee goals for next year.</p> <p>Scott recommended that training should be implemented for each of the committees so they know what to expect and receive help in setting clear goals.</p> <p>Cathy recommended a train-the-trainer for liaisons to have these discussions with the committees and to contact these committees throughout the year to keep abreast of what is going on.</p>
<p><b>Assignments/Potential Agenda Items</b></p>	

<b>Comments/Information</b>	
<b>Agenda Item 5.</b>	<b>Updates on Rec. 2</b>
<b>Action Taken</b>	Discussion
<b>Summary of Discussion</b>	<p>Questions on recommend letter from Darla to provide a full response on how to address plans for recovery.</p> <p>Craig acknowledged that we did not reference our Continuity of Operations Plan (COOP), preparedness, emergency, and since COOP under Brian was incomplete and it should be a part of the addendum showing that proof of a plan and implementation. Craig also stated he will provide tools for the toolbox, 12-page internal questionnaire, a PDF template to include college missions, essential functions, worksheets that go along with external dependency sheets, hierarchy and authority, emergency prep advantage group, and output of the department.</p> <p>It was established that because the deadline for drafting a year one response for COOP is in May, drafts, materials and a completed department templates are to be turned into Craig by April 1, so he can have a completed COOP sent to Darla by that date.</p> <p>Scott brought clarification on Recommendation 385 which has two separate components. 1) Establish COOP Emergency Plan and 2) Response to addendum, a gap in the initial review and response.</p>
<b>Assignments/Potential Agenda Items</b>	
<b>Agenda Item 6.</b>	
<b>Action Taken</b>	
<b>Summary of Discussion</b>	
<b>Assignments/Potential Agenda Items</b>	
<b>Agenda Item 7.</b>	
<b>Action Taken</b>	
<b>Summary of Discussion</b>	
<b>Assignments/Potential Agenda Items</b>	
<b>Agenda Item 8.</b>	
<b>Action Taken</b>	
<b>Summary of Discussion</b>	
<b>Assignments/Potential Agenda Items</b>	

<b>Agenda Item 9.</b>	
Action Taken	
Summary of Discussion	
Assignments/Potential Agenda Items	
<b>Agenda Item 10.</b>	<b>Old Business</b>
Action Taken	None
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	
<b>Agenda Item 11.</b>	<b>New Business</b>
Action Taken	None
Summary of Discussion	
Assignments/Potential Agenda Items	
<b>Agenda Item 12.</b>	<b>Public Comment</b>
Action Taken	
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	
<b>Agenda Item 13.</b>	<b>Adjournment</b>
Action Taken	The meeting was adjourned at 2:57 p.m.
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	