

Accreditation Committee Agenda Items 1 and 2 (Call to Order and Roll Call)	Friday, March 08, 2019	1:30 PM
Members Present	Mandy Billings, Kim DesRoches, Cathy Fulkerson, Scott Morrison, Brenda Yenkole, Deborah Alves (Recorder)	
Members Absent	Darla Dodge, Jayna Conkey	
Guests	Craig Robinson	
Summary of Actions Taken		
Agenda items for next meeting		

Agenda Item 3	Approval of Minutes from May 4, 2018 meeting
Action Taken	Meeting minutes were not available for discussion
Summary of Discussion	<p>Craig informed the group that he has rolled out some new forms to the departments to create an easy polling way to get the conversation started. He has currently received Continuity of Operations drafts from about 50% of the departments, and is waiting to hear from the others. The dependency forms, that he set out earlier, are what he needs to complete the campus wide plan. However, he can create a continuity plan based on information that was gathered under the 2016 plans.</p> <p>Mandy asked about the remaining 50% who have not turned in their reports. Craig responded by affirming that the policy stating departments must create a Continuity of Operations Plan (COOP) only passed last week, so, until now, he lacked the authority to inform departments that they must complete their COOP by a certain date. Therefore, he has not been able to go back to every department and push to have this finished.</p> <p>Mandy asked Craig if the timeline for him to turn in his final report for the end of April was enough. Craig felt there would be no delay in turning in his report and agreed to have an updated report ready for review on April 5, and for discussion on the April 12 meeting.</p> <p>Scott had a concern with the word “implement” in the recommendation and asked if a gap is found, is implementing these plans about finding and closing those gaps? Because implementing these plans doesn’t happen unless there is a catastrophic event.</p> <p>Cathy explained that implementing the plan is in relation to the preparation process of putting documents, flash drives, and other related material into go bags, with the proper training, and shared communication tools, etc., to implement the continuity aspect of the plan as needed.</p> <p>Craig confirmed Kathy’s explanation and described a drill scenario that would reveal how a department implements its plan, a prelude to an actual event.</p>

	<p>Kim posed a question, asking whether we need to create a separate physical server farm or needed to move our server to the cloud, because without it we cannot operate.</p> <p>Craig responded by stating that at the point we are unable to function and recognize that we cannot implement our plan, then we must devolve our plan to BCN.</p> <p>Cathy informed the group that our servers were backed up last week on a cloud-based service, and if we were to lose our servers, we would still have access from the cloud.</p> <p>A discussion ensued about the budgetary requests and the process in relation to recommendations.</p> <p>Mandy and Craig established that the COOP plans do include an area for needs assessment, and, although we may make a request for an item, we may or may not receive it. Scott stated he believed it was an internal process that would probably vetted through Darla's office, otherwise if there are gaps identified they should be handled with an institution, not advocated from here.</p> <p>Craig stated that that the COOP plan is a living document that will be consistently updated each time we approach it.</p> <p>It was agreed that incorporating the 2016 plan into the updated versions would be the best way to meet our deadline for the recommendation review.</p> <p>Brenda started a discussion about the availability of accessing power and Internet for the retrieval of Human Resource or other essential department documents. Deborah asked if there was a way that we could obtain solar power banks, or even access the solar panels that we already do have, to generate power with laptops and printers, even if we do not have the access to the Internet. Craig stated that would be a part of the multiyear planning and budgeting document, and strategy and budget management plan.</p> <p>Mandy requested Craig to send out an updated request to remind others of what is needed.</p> <p>The committee agreed that we were in really good shape to address this recommendation.</p>
Assignments/Potential Agenda Items	
Comments/Information	
Agenda Item 4	Recommendation 1 and 3
Action Taken	Discussion
Summary of Discussion	<p>(Craig and Deborah left early to attend the bio search committee meeting)</p> <p>Cathy was concerned that the outline said, 'current as of April 18' and down below it said 'current', which left some confusion. Mandy informed the group that these are internal notes, and she is using the</p>

	<p>present tense as we update the systems for the draft, showing that they work, but may not be fully in place.</p> <p>Mandy confirmed, there are no program reviews listed in WestNet, once the review process is complete and all program reviews, and recommendations from PARC for next steps, have been received then they will collectively be placed on WestNet. Some departments are creating an addendum that includes missing information that will be later added to the 2019 Annual Program Review, rather than doing a rewrite. She agreed to place whatever documents that she has on WestNet.</p> <p>Mandy informed the group of the LEADS Committee approaches to Academic Program Reviews and the student learning assessment, which included the different thoughts and methods on a plan of approach and implementation. Curriculum mapping, although time-consuming, was reported to also be a strong consideration. She also went over the timeline for the curriculum mapping assessment process for 2018 and 2019 and believes we would not get on track for comprehensive course-level annual reporting until spring of 2020.</p> <p>Mandy continued by stating that the LEADS Committee's has been implementing professional development related to the program review process, reviewing past program reviews, and seeing what recommendations came out of these past program reviews, what were our plans coming out of these, where the plans followed, and are there any gaps that need to be addressed.</p> <p>The committee discussed course mapping and how the implementation of that would take place, educating adjunct faculty on the method to be used and lining up their courses with the requirements established, then utilizing the resources we have already to make it happen.</p>
Assignments/Potential Agenda Items	
Comments/Information	
Agenda Item 4	Next Steps: Recommendations
Action Taken	Discussion
Summary of Discussion	<p>Recommendation 1, Program review and program learning assessment, was the recommendation in which WNC is out of compliance and for which we will be visited in the fall.</p> <p>Cathy sought clarification on what the LEADS will be reporting for Annual Program Review Report and Assessment creation and follow-through, the meaning of annual program assessment reports and what will be happening at the end of this year. Mandy responded by stating that their report would be about the overall picture, the big plan moving forward, and not the specifics from each program. She then went on to explain, in detail, exactly what is expected of the leads committee in generating their report.</p>

	<p>A discussion on how the college will move forward, took place, and the need to have certain departments act on a more discipline level, given there is no one person responsible, a lead, on the reporting level.</p> <p>Kim suggested that a disciplinary lead is a good idea and should be done on a rotation under the scope of ‘other duties as assigned’, since it would only require minimal effort.</p> <p>Recommendation 2, the COOP plan was not included in the original report, even though we had a 2016 plan, so it generated a very brief statement listed in the report as a recommendation.</p> <p>Brenda suggested that in this current report that we indicate we had a 2016 plan but that it was not included in the previous report, and all we need to do is update and implement it. There was a consensus for the information to be included in the addendum.</p>
Assignments/Potential Agenda Items	
Comments/Information	
Agenda Item 6	Old Business
Action Taken	
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	
Agenda Item 7	New Business
Action Taken	
Summary of Discussion	
Assignments/Potential Agenda Items	
Agenda Item 8	Public Comment
Action Taken	
Summary of Discussion	
Assignments/Potential Agenda Items	
Comments/Information	
Agenda Item 9	Adjournment
Action Taken	The meeting was adjourned at 3:15 p.m.
Summary of Discussion	

Assignments/Potential Agenda Items	
Comments/Information	