

Grossmont College
Accreditation Steering Group

Meeting Notes
February 29, 2008

Present: Tim Flood, Tina Pitt, John Colson, Sunny Cooke, Pam Amor, Bonnie Price, Chris Hill

Pam called the meeting to order and thanked all for attending to continue talking about issues related to the accreditation status of the college. She distributed a number of handouts for discussion.

One item of note was to add secretaries to the distribution list so meetings could be readily calendared with advanced notice. Pam requested that the previous week's minutes be reviewed and any changes be noted. A correction to the meeting date was attended to. That was the only correction.

The first handout addressed recommendation team composition. In reference to the first recommendation, the question was raised regarding who served on the Diversity Committee at the district level. Chris agreed to contact Jan Ford to find out which faculty from Cuyamaca College served and Sunny said she would contact Ben Lastimado to find out how far along the committee was with their formation of a Diversity and Equity HR Plan and to see what evidence she might be able to acquire. The composition of recommendations 2 and 3 were confirmed. Chris noted that Cathy Harvey had not confirmed her availability to work on the fourth recommendation; and, if Cathy were not available, then Chris would continue to search for a faculty to serve. Pam noted that Dave McDade would ask for volunteers to serve on recommendation team 5 and 6. Sunny mentioned that she would address a possible Trustee to be part of recommendation 6 and 7. All acknowledged that there were various task forces and committees working on resolving several of the issues brought out in the first round of recommendation responses due October 15, 2008. Chris and Sunny agreed to relate committee / task force titles and charges related to the recommendations 1 and 7; and further, to see what baseline data and evidence had been generated to date. This would be shared at the next meeting of the college's Accreditation Steering Group.

The next handout was the Timeline with General Action Steps. Only two changes were made on page 3 in the bottom center and right columns. Wendy Hutson's name was replaced by the word "President" and under due date it was added that team members need to get on the agenda and calendar of shared governance groups to present Progress Report #1.

The next handout was a list of items which Kats Gustafson agreed to provide for Bonnie Price. Discussion followed expressing concern that the room LRC 70-172 was also to be shared by library adjunct faculty. One point of view was that the evidence needed to be secured, either by the room being locked and provided only for Bonnie's use; the other point of view was that the room was to be shared and the evidence locked up in a case or cabinet of some kind. If the room were to be for Bonnie's use, then the adjunct library faculty would need another office which they could use. The question was is there such a room? Pam agreed to contact Kats and see if there were some way to secure the evidence in a locked cabinet in the room, so that adjunct librarians could still have access to the room when Bonnie wasn't using it.

The next handout presented a link to WIKI Utube that would explain to the viewer how WIKI could facilitate team members working on the draft. The advantage was that individual's could access WIKI anytime, anywhere and review and edit the draft for their recommendation. Another alternative was to use the district "N" drive. A third possibility would be to use memory sticks and bring them to recommendation team meetings and share the information and work together to develop the draft. There was no consensus on how to proceed, so all agreed to think about it, review the WIKI, check out level of ease in using the "N" drive, and consider the use of the memory stick. A decision will be made at the next meeting.

The handout on the facilitator role was refined to state that the scribe would be the administrative secretarial support for the administrator serving on each recommendation team.

The handout overview on the preparation of a progress report with a visit was fine. The more detailed steps of developing the draft were okay; but Chris suggested that there may be some required format that needs to be followed. The ACCJC VP Jack Pond requested that we use 12 pt Arial, so it's easy to read. Pam said she will call the commission and find out more specifics. The group wanted to know if there was an actual "sample report" we could attach behind the directions. Pam said she would find out.

Quite a few folks were unable to attend the early morning meeting, and Pam agreed to update the materials and put the handouts in their mailboxes on Monday. All business being attended to, the meeting adjourned at 10:00am.