

ACCREDITATION STEERING COMMITTEE MEETING MINUTES

August 30, 2018, 1:30-3 PM

G1-301C

1. Present:

Ruben Arenas (Admin Accred Chair)	James Kenny (Dean)
Gina Chelstrom (Dean)	Alan Khuu (Senate VP)
Rick Crawford (Learning Assessment Coord.)	Suzette Morales-Guerra (Counseling)
Chris Garcia (Counseling)	Elizabeth Ortega (Social Sciences)
Jeff Hernandez (Senate Pres.)	David K Song (Fac. Accred Chair)
2. Meeting called to order @ 1:40 PM
3. May 30, 2018 Minutes Approved M/S/P (Khuu/Morales-Guerra)
4. Announcements/Updates
 - a. QFEs for Math/Transfer/Welcome Center are still pending.
 - b. Accreditation chair will attend Senate consultation with President Marvin Martinez to give an update on accreditation timeline and reports.
5. Discussion:
 - a. Steering Committee By-laws:
 - i. Teamsters and South Gate should have representation and are included in the designated membership. Bylaws should be revised to specify Accreditation Liaison Officer as a designated member, if not already a member. Recommendation: Invite other classified bargaining units to the Steering Committee meeting to discuss their inclusion in bylaws.
 - b. Accreditation Outreach Letter
 - i. The committee provided feedback on an outreach letter that will be sent out to the campus community through the Office of the President, including appropriate wording changes, mention of meeting times, deadlines, and Flex credit.
 - c. Accreditation Timeline:
 - i. As the midterm report is due in spring 2020, the Steering Committee's goal is to complete a draft and have it approved by Shared Governance Council and Academic Senate by December 2019. Another recommendation is to have QFE areas report out to the appropriate committees by spring 2019 so as to document our progress, and those reports should also be made available to the public. Suggestions:
 1. Math QFE can report to Educational Planning Subcommittee (EPSC), SEAPAC
 2. Transfer QFE can report to EPSC, Senate
 3. Welcome Center QFE can report out to SEAPAC
 - d. Committee Self-Evaluation:
 - i. Suggestions include mentioning the review/feedback process for QFEs as a success; additional goal is to establish a consistent meeting time; an ongoing struggle has been timely responses from responsible parties; and an anticipated challenge is supporting the reporting of QFE progress at appropriate committees.

- e. SLO Action Plan
 - i. The Committee reviewed the action plan update submitted by the Learning Assessment Coordinator in June 2018. The Coordinator is considering a presentation for ESGC or Academic Senate to highlight areas of program review completion and connecting department success to institutional success. Updates to the SLO website are still pending due to some technical access issues. A major milestone for SLOs will be the end of fall 2019: eLumen will have been in deployed for three full years, which will have allowed for the completion of a full cycle, including administrative and student support units that will have assessed at least once.
 - f. Future Meeting Time
 - i. The Committee set a standing meeting time for every 4th Thursday from 1:30 to 3 PM to ensure that people can set their calendars accordingly.
6. Next Meeting Date: Thursday, September 27, 2018 from 1:30-3 PM.

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