

ACCREDITATION STEERING COMMITTEE MEETING MINUTES

October 25, 2018, 1:30-3 PM

G1-301C

1. Present:

Nicole Aguayo (ASU)	Paulina Palomino (Dean, Student Services)
Djuradj Babic (Associate Dean, STEM)	Nancy Ramirez (PD Coordinator)
Jeff Hernandez (Senate Pres.)	Amanda Ryan-Romo (Learning Center Dir.)
Minghuei Lam (Dean, Acad. Affairs)	David K Song (Fac. Accred Chair)
Suzette Morales-Guerra (Counseling)	Angelica Toledo (Dean, Workforce Dev.)
Elizabeth Ortega (Social Sciences)	Janice Velazquez (CFES)

2. Meeting called to order @ 1:35 PM

3. September 27, 2018 Minutes Approved M/S/P (Hernandez/Ortega)

4. Announcements/Updates

- a. An October 8, 2018 ESGC recommendation to expand the spring 2019 retreat to include staff and students was approved.

5. Action/Discussion Items

a. ACCJC Evaluator Roster:

- i. Faculty chair will check with people on the ACCJC evaluator roster to see if they are interested in continued availability as a potential peer evaluators. Anyone else interested in being a peer evaluator needs to sign up at the ACCJC website.

b. PD Action Plan

- i. Nancy Ramirez reviewed current progress on the Professional Development Action Plan included the agenda packet, including work on New Faculty Institute, Adjunct Faculty Institute, Reading Apprenticeship, ongoing workshops/webinars, and more. PD Office will create Teaching and Learning Series for next academic year and is working on developing effective leadership series for administrators.
- ii. Another ongoing goal to centralize the PD Office a hub for activities and events, as a major challenge has been capturing different campus events that are not funneled through the office. Utilizing Google Forms on PD webpage has been one as way to coordinate different activities. The implementation of Cornerstone software should facilitate access and awareness of PD trainings and workshops locally and district-wide.
- iii. New PD replacement staff to join in November or December. A request for a Classified PD Coordinator was not approved.

a. QFE Transfer Culture:

- i. Paulina Palomino reviewed progress on Transfer Culture from 2017-2018. Transfer Center services have grown in the past year, including the addition of new UCI Transfer Experience, continued classroom presentations on transfer, as well as addressing changes around AB-705. In the future, the goal is to increase staffing to address the new funding formulas based on student success.
- ii. Links to reports/documents for evidence will be available in an electronic version for the midterm report.
- iii. The QFE should mention needs around developing a more functional student tracking system (i.e., including the process of onboarding, the evaluation of students, etc.) and potential challenges in capacity (such as technology)

- iv. The absence of a Campus Engagement Specialist has been addressed with more CGC aides (graduate students in counseling programs), more engagement and coordination with Counseling to ensure activities are successful, and the organization of Transfer Student conference.
 - v. There have been difficulties around getting data because the Office of Institutional Effectiveness and Advancement (OIEA) has been understaffed.
 - vi. QFE also addressed questions from previous Accreditation Steering Committee meeting.
 - vii. A possible goal modification for the QFE is to consider how to improve collaborative networking across different transfer programs and initiatives on campus to avoid duplicative services/programs.
- b. QFE Welcome Campaign
- i. Paulina Palomino reviewed progress on the Welcome Center from 2017-2018. The Welcome Center has added more hourly counseling. An uptick in the volume of services has been tied with SIS issues. Campus tours have increased, and general workshop sessions available.
 - ii. The Welcome Center has made available orientation online on the spot to ensure retention without sending students away. Online orientations are enhanced with videos. In-person orientations are also being revamped.
 - iii. Capacity challenges in the referral system (currently only one classified person), especially when considering case management system, should be added to the QFE.
 - iv. The QFE should also note that the College has committed to a renovated Student Services building as one of the first buildings in the bond program.
- c. Steering Committee By-laws tabled due to lack of time.
6. Next Meeting Date: No meeting in November due to Thanksgiving holiday. The next meeting in January will be determined based upon input from a Doodle survey.