In Attendance: Melissa Green, Geisce Ly, Mary Grace Barrick, Tim Flanagan, Ahn Fielding, Pam Kessler, Maggie Lynch, Marjorie Carson, Kevin Yokoyama, Mark Winter, Rachel Anderson, Steve Brown, Cheryl Tucker, Keith Snow-Flamer, Zach DeLoach, Crislyn Parker - recording

Project Overview/Scope:
Accreditations Standards Assignments: Mary Grace Barrick has been added; Marla Gleave has stepped down. It was requested of all those working on the Self-Study to track interviewee names as progress is made through assignments. It is to be noted that raw data, fact finding and opinions will be repetitious throughout the rough draft. This will be cleaned up as we move toward the final versions. Also, MyCR site has links to four other colleges for reference. Our plan is to gather information, have writers pull it together into one voice, have the team visit for a dry run, then make changes based on their evaluation for the final report. Emphasize that the goal is to provide a realistic picture of where we have been, where we are going and the journey. Another piece that must be included, is to go back to the last self study and show how CR addressed those recommendations, what progress was made, etc.

Introduction: Zach Deloach has posted 19 pages of the Introduction to MyCr. The current draft of the introduction has italicized points where information and/or data will be inserted. Data from 2003/04 to 2009, will include but not be limited to, enrollments, success, completions and trends, and basic skills. There is missing faculty and staff data. The faculty data will be patterned much like that of American River College and will show trends from 2003 to 2009.

Project Timeline Updated:
The project was determined to be about a week behind schedule – it was hoped that significant writing would be taking place by standard and sub-section workgroups.

Updates by Standard

Standard I: Pat and Kerry had several meetings, and Pat has also met with Roxanne.

Standard II: Keith noted they are progressing in Subsection IIA, sections A1 to A8. Student Services will meet on March 30 and go through each box. Library resources previously met with Ruth Bettenhausen as a group to determine how the template and subsection should look, and were waiting to hand off to Mary Grace. They need more time to identify missing pieces. Many groups are using the table as a guideline, but proceeding with narrative formats. Cheryl and Melissa have met with subcommittee members, comments are submitted but need to be reviewed, edited and consolidated. Rachel noted that her group has gathered a lot of information, (some easily extracted from program review), then sent questions to faculty. Pam Kessler questioned how to best involve the myriad people who need to be involved to accurately reflect self study issues. Keith noted that his group will wrestle with exactly that same question at their subgroup meeting. Marjorie suggested groups submit a list of questions and maybe Keith and she can identify people. Also, may be we can identify staff, part-time faculty and students who might be available over the summer who can answer questions. Also, Convocation and flex activities, with clearly designed responsibilities, can be useful for groups. Marjorie offered to take a list of questions to curriculum, academic senate and program review. Mary Grace is meeting with Keith tomorrow to get updates.
Standard III: Ahn Fielding will serve as the administrative lead for Standard III. With regard to Facilities, she will work with Tim and Roxanne. She believes a good amount of resources are already available in the facilities master plan. Tim is looking at in-place evidence and what can be pulled out of the education master plan: state evidence, structural etc. Maggie Lynch has posted Technology’s updates on MyCR. So far, she is not finding a lot of data, just anecdotal information but anticipates about 30-40 pages of narrative. She noted that in technology CR is about 10 years behind and she could probably devote 5 pages toward what can be done at CR, as well as a tech plan never approved and will attach to the end, to use as evidence, etc.

Standard IV: Group also abandoned table to a narrative form. Steve and Mark have split the work. Steve is fleshing out Part A, looking at evidences, determining people the group needs to talk with and what types of surveys to use to gather information. They are identifying problem areas. They would like to draft a participatory governance handbook. Geisce Ly interviewed Jeff Marsee, George Truett, and Bruce Emad and has both audiotape and transcribed narrative.

Next Steps: Marjorie encouraged advice and suggestions regarding appropriate steps for having people lined up to write over the summer. She talked to Dave and Allen and one suggestion is to give notice to the entire college asking who in college might be interested in writing. Marjorie also reminded the committee that there is one recommendation to clear – roles and responsibilities of faculty and administrators – that must be addressed in a follow-up report in October, and writers may also be needed for this effort.

Other: Marjorie stated she would be happy to contact Jack Pond at ACCJC, with a group of committee members, to get answers to any questions on what goes into the self study. Please keep track of evidence from everywhere; even if seems lightweight (jot a note on a piece of paper, or create a form or template) in order to be able to keep and pull all information and site sources. Marjorie noted that Santa Barbara’s 2009 Self Study to ACCJC did not get any recommendations from ACCJC on Standard II – pretty amazing. Jack Freelander is the contact at Santa Barbara. Support: Remember to work with many colleagues for various pieces. Marjorie and Roxanne are able to assist with any questions, for any pieces. Noel Levitz will give a presentation on the employee satisfaction survey on April 28 or 29. Keith is also trying to get Clarus on April 29. Dr Pam Fisher, retired Chancellor of Yosemite Community College District will discuss mission values in Senior Leadership, also on April 29. (This relates to Standard I and flows through everything in self study.) It was unclear whether to begin posting evidence; Roxanne will clarify at the next meeting. Mark suggested that posting the evidence (now) would be good help for other committee members.

Next meeting Thursday, April 8, 2010, Lakeview Room, 4pm – 5:30