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| PASADENA CITY COLLEGE MEETING MINUTES  **Title of Meeting / Committee Name: Accreditation Standing Committee (4/13/17, 2 pm to 3:30 pm, room C217)**  **Co-Chair: Dr. Kathleen Scott**  **Co-Chair: Lynora Rogacs**  **Name of Person Taking Notes: Lynora Rogacs** |
| **Minutes:**  **I. Meeting began at 2:10 pm on 4/13/17**  **II. Introductions:**  **Those in attendance:**  Jeannie Sullivan (CS)  Graciela Caringella (CS)  Valerie Foster (AC. SEN)  Rod Foster (AC. SEN)  Krista Goguen (AC. SEN)  Melissa Anderson (LAC)  Julie Ngov (ASSOC STU)  Gohar Tahmizian (ASSOC STU)  Natalie Lau (ASSOC STU)  Kelly Banh (ASSOC STU)  Laura Coronado (ASSOC STU)  Todd Hampton (MA)  Leslie Tirapelle (MA)  Rocco Cifone (MA)  Kathleen Scott (Co-chair)  Lynora Rogacs (Co-chair)  **III. Information Items:**   1. **Changes at ACCJC:**   Discussion of how ACCJC is shifting its emphasis to helping colleges improve, fewer sanctions, less fear of accred. processes.   1. **The role of the Accreditation Committee (various ACCJC reports):**   Brief discussion of mid-term, annual, ISER (and the new Quality Focus Essay), and follow up reports.   1. **Overview of each standard:**   Handout with statement on each standard, and brief discussion of what each standard generally covered. Committee members asked to complete ACCJC’s Online Training (available at <http://www.accjc-accreditationcourse.org/> ) ASAP (training should take approximately 90 minutes, and can be done at intervals).   1. **Annual Report:**   Dr. Scott distributed the Annual Report sent to ACCJC on March 30, 2017, and briefly explained key points of interest to the committee.   1. **Mid-term Report:**   Discussion of the components of the mid-term report, and that items for which PCC was re-affirmed from Follow-up report does not need to be discussed in mid-term report.   1. **P&P update**: Valerie Foster provided an update on the status of the formation of the workgroup that will create the new strategic plan. P&P is looking at institution-set standards, and processes for establishing institution-set standards.   **IV. New Items with Possible Action**   1. **Meeting Norms:**   Meeting norms were adopted (see below), and for now, the committee agreed to abide by Robert’s Rules. Melissa Anderson will be sending Lynora alternatives to Robert’s Rules for the committee to discuss at next meeting. The meeting norms currently are as follows:   * We will work together as a community that puts the needs of our students first * We will invite and welcome the contributions of every member and listen to each other. * We will assume good intentions. * We will critique ideas, not people, and disagree respectfully. * We will maintain a collegial and professional environment. * We will provide solution-oriented comments. * We will be responsible for examining all points of view before a consensus is accepted. * We will be fully “present” at the meeting by becoming familiar with materials before we arrive and by being attentive to behaviors which affect physical and mental engagement. * We will honor our colleagues’ time by being efficient, effective, and on task. * We will conduct our meetings according to Robert’s Rules. * We will post minutes on the ASC website.  1. **Goals for Semester**    1. **Education Campaign:** There will be an education campaign commencing in fall 2017. Discussion of how the committee wants to proceed will be included in next meeting.    2. **Mid-Term Report Completion Dates and Senate Approvals:** The committee agreed to the following timeline to meet the deadline of Spring 2018 for the mid-term report:  * Written late spring/summer 2017 * Senates’ first reads October ‘17 * Revisions based on Senates’ input completed mid-November ‘17 * Senates’ second reads December ‘17 * Senates’ final reads February 2018   **V. Announcements**   1. Next Meeting: 5/11/17, 2 pm (Gohar suggested that it may be possible to meet in the Associated Students Executive Board room for the next meeting. Lynora will follow up on this with AS)   **VI. Adjournment** |
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