

# **ACCREDITATION STEERING COMMITTEE**

## **RETREAT**

August 24, 2012

8:30 AM TO 12:30 PM

IT 111

### **ATTENDEES:**

- Attendees: Diane Dieckmeyer, Arend Flick, Paul Parnell, Hetal Patel, Margarita Shirinian, Koji Uesugi, Mark DeAsis, Vivian Harris, Jan Muto, Melissa Bader, Carol Farrar, Phu Tran, John Coverdale, Tom Wagner, Jefferson Tiangco, Gail Zwart, Wendi Alcazar, Sheryl Tschetter, Lyn Greene, Sarah Burnett, Sharon Crasnow, David Bobbitt, Hortencia Cuevas, Greg Aycock, Linda Wright, Debra Creswell, Leona Crawford, Monica Green, Gustavo Ocegueda, Jonathan Truitt (student), Thomas Truitt (student), Jim Thomas, Kevin Fleming, Damon Nance
- Absentees: Patti Brusca, Peggy Campo, Daniel Lambros, Mark Lewis, Maria Maness, Steve Monsanto, John Moore, Dimitrios Synodinos, Shaunna Sutter (student)

### **WELCOME AND INTRODUCTIONS (Dr. Dieckmeyer)**

- Dr. Dieckmeyer thanked everyone for coming, especially the students that were able to attend.
- Introductions were made around the room.

### **PRESIDENT'S REMARKS (Dr. Parnell)**

- Dr. Parnell talked about Norco College accreditation and what an important job this committee is doing.
- He thanked everyone for their contributions to today's retreat and to the writing of our next accreditation report.

### **WRITING THE SELF-EVALUATION (Drs. Dieckmeyer and Flick)**

#### Overview of Components of the Self-evaluation (see attachment)

Dr. Dieckmeyer shared that the ACCJC has a guide available on-line or you can request a copy that explains in detail all the components of the self-evaluation. This is a very handy tool.

- Descriptive summary  
What the institution does in relation to each of the standards.
- Self-evaluation  
Does the institution's evidence demonstrate that we meet the Standards and how did we reach that conclusion.

- Actionable self-improvement plans

Evaluates programs and services with reference to each Standard, it identifies areas in need of change. If a Standard is not met decide what action is required in order to meet that standard. Include the required action in your improvement plans.

Drafts will be submitted indicating where we are now. The draft will be read during winter break. It is possible that changes could be put in place to improve our current position between the time the draft is submitted and the final document is prepared. Need to write an honest truthful document. If we are not there yet we need to indicate how we will make improvements in order to arrive at the desired position. Be aware of how many actionable self-improvement plans are created. These items should not indicate the day to day operation of the college. Make sure that you understand what your actionable plans mean.

### Format issues

Take a look at the ACCJC website ([www.accjc.org](http://www.accjc.org)). You will find a lot of very useful information. Suggest bookmarking The Manual for Institutional Self Evaluation that is available there. Very helpful and includes pages on correct formatting and proper style for the self-evaluation. The first draft will be due on October 26. If possible, try to format as closely to the final document as possible. Also be aware of the capitalization information and writing style section. (Pages 38-39 of the manual) Look at our mid-term report and our last accreditation report.

### GROUP EXERCISES

Evidence exercise – everything will be made available by hyperlink and/or cd. The manual indicates how the evidence will be identified and in what order. We will follow those guidelines. Each standard and sub-standard will be responsible for collecting their own evidence.

### REPORT OUT AND DISCUSSION

- Each group reported on their exercise results.
- Suggestion to look at Mt. SAC layout as a sample for our accreditation report.
- Groups may need to begin their discussion more broadly and then focus on details.
- Clarification of district and college – what is an institution.
- Reminder that this document is not a time to air grievances against the district or ask for more funding for resources for the institution.

### WRAP UP

The group was asked to complete the retreat evaluation form (Assessing the Accreditation Retreat-copy attached)

**Assigning responsibility**-reminder to please make sure the all minutes and agendas are put on the website. Include documents after our last accreditation in 2010.

**Fall timeline** – October 7 is the due date to send in your list of assignments (who is doing what). October 26 is the due date for the first draft. You will receive reminders. No other meetings are planned, until spring.

# FLEX Workshop Sign-In

**Workshop Name:** Accreditation Steering Committee Retreat

**Date:** 8/24/2012

**Time & Duration:** 8:30 am – 12:30 pm

**Location:** NORCO – IT 111 + IT 110

**Presenter(s):** Various

PLEASE PRINT YOUR NAME CLEARLY SO YOU MAY RECEIVE FLEX CREDIT.

**\*\*FLEX credit is not available if you attend during your regular instruction and/or office hours**

Name	Department	Full-Time or Part-Time	College
1. Margarita Shirinian	Communications	<input checked="" type="radio"/> FT <input type="radio"/> P/T	Norco
2. Arwend Flick	Comm.	<input checked="" type="radio"/> FT <input type="radio"/> P/T	Norco
3. Koji Uesugi	EOES/DEC	<input checked="" type="radio"/> FT <input type="radio"/> P/T	Norco
4. Mark DeAsis	Art	<input checked="" type="radio"/> FT <input type="radio"/> P/T	Norco
5. JAVIAN HAMMS	Library/Comm	<input checked="" type="radio"/> FT <input type="radio"/> P/T	Norco
6. Jan Muto	Comm	<input checked="" type="radio"/> FT <input type="radio"/> P/T	NC
7. Melissa Bader	Comm	<input checked="" type="radio"/> FT <input type="radio"/> P/T	NC
8. Carol Fann	DoI	<input checked="" type="radio"/> FT <input type="radio"/> P/T	NC
9. Phu Tran	Math & Science	<input checked="" type="radio"/> FT <input type="radio"/> P/T	NC
10. John Coverdale	BEIT	<input checked="" type="radio"/> FT <input type="radio"/> P/T	NC
11. Tom Wagner	BEIT	<input checked="" type="radio"/> FT <input type="radio"/> P/T	NC
12. Diane Dieckmeyer	VPA	<input checked="" type="radio"/> FT <input type="radio"/> P/T	NC
13.		FT P/T	
14.		FT P/T	
15.		FT P/T	

**Please list this workshop's MEASURABLE OBJECTIVES for faculty professional growth:**

How to develop and structure a grant proposal that wins. Outline strategies that are successful in grant preparation.

**\*\*Please return this form to Nicole C. Ramirez- Norco FLEX Administrator/Dean of Instruction Office Mailbox\*\***

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	Name	Department	Full-Time or Part-Time	College
1.	<del>Jefferson</del> TANGO	DOA	(FT) P/T	Norco
2.	Gail Zwart	BEIT	(FT) P/T	Norco
3.	Wendy Alvarez	DOA	(FT) P/T	Norco
4.	<del>Sheryl</del> SHERYL TSCHER	Comm	(FT) P/T	
5.	Lyn Greene	SBS	(FT) P/T	
6.	Garth Barnett	SBS	(FT) P/T	
7.	<del>Phil</del> PHIL SENATE	PHIL SENATE	(FT) P/T	
8.	Hetal Patel	DHR	(FT) P/T	
9.	David Bobbitt	VP Bus Svcs	FT P/T	
10.	Hortencia Cuevas	SS	(FT) P/T	
11.	Greg Aycock		(FT) P/T	NOR
12.	<del>Jada</del> JADA WRIGHT	VPBS	(FT) P/T	NOR
13.	DEBORA GRESWELL	PRES	FT P/T	
14.	Paul Parnell	PRES	FT P/T	NOR
15.	Keona Crawford	DRC	(FT) P/T	NOR

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