

Cuyamaca College
Accreditation Self-Study Standard I
Meeting Notes of November 4, 2005

Present: Kathryn Nette, Donna Troy, Patricia Santana, Rocky Rose, Geraldine Perri, Connie Elder,

Guest: Michael Wangler (Accreditation Self-Study Co-chair)

Absent: Rosalyn Johnson (meeting conflict), Allen Brown

1. Welcome

2. Review of Draft – Standard I Responses

It was decided that it would be best to discuss/highlight the accreditation themes in the summary/overview page for Standard I rather than in the specific Standard I responses instead of placing words in italics.

Comments on draft:

1. A.1 – remove italics

1. A.2 – Gerri to verify review cycle, and to ensure reference documents from the District's Strategic Planning & Budget Council are placed in reference file

1. A.3 – Rocky to draft with Gerri

1. A.4 – no comments

1. B.1 – Patricia to reference the Organization & Governance Structures booklet as indicating the various college committees & councils and meeting frequency. Patricia to also highlight departmental meetings, informal meetings of faculty with administrators, Classified Senate meetings, Open Hours with the Chancellor, Open Hours

with the College President, Online Committee, college newsletter, IPC Update, Coyote Express and newsletters of respective departments and programs.

Under Staff Development to add Convocation, President's Forum, Organization & Governance Structures Workshops with College President and Academic Senate President, Collegewide Budget Forums.

1. B.2 – Kathryn to add language to address the criteria used to set goals

1. B.3. – Connie to draft

1. B.4 – Donna to add back statement regarding advisory committees. Data to be added about the Budget planning process and its relationship to college priorities and plan for budget reduction. Donna to consider adding a statement about external funds sought through grants – Title III, Congressional Grant, NSF, etc. to help offset college budget reductions. (Gerri to send Donna Budget Reduction Plan) Consider adding other opportunities for broad involvement – Public session of Board meetings, College budget forums, President's Open Forum during Staff Development week

1. B.5 – Gerri to describe other ways the college makes it assessment data publicly known – presentations to the Board of Trustees by the District Research Office, presentation to the Board by Academic Program Review Co-chairs, Academic Senate Reports, President's monthly report to the Board, High School counselor conference, newsletters, SLO presentations/workshops, community visits – Rotary, Kiwanis, Chamber.

1. B.6 – Kathryn to draft

1. B.7 – Rocky to draft with Patricia

It was agreed that it would be okay to provide more data in the description section than needed with the understanding that some of the data would help to inform the assessment section or would be deleted.

3. Challenges – none noted

4. Documentation/Evidence – Rocky described the forms of evidence available – electronic and paper. Paper to be placed in Library in a reference file. Electronic available on the website under Faculty & Staff or by typing accreditation after the college's email address.

It was agreed that any source documents/reference materials would be sent to either Kathryn or Gerri for placement on file.

5. Survey Questions were reviewed with the following recommendations for changes:

10. The College has an effective routine planning process.

68. College Strategic Plan and Master Plans are regularly assessed and results are shared with college constituencies.

69a. I am aware of the College's mission, vision and values.

69b. Are the college's planned activities aligned with its mission, vision and values.

69c. The College is making progress in carrying out its planned activities.

70a. College planning processes are effective in identifying areas of development, growth and improvement

70b. College planning processes are effective in addressing areas of development, growth and improvement.

It was agreed that it may be best to have a survey unique to Cuyamaca College. In addition, it was decided that each committee member would write new survey questions that would cover their specific question(s) ensuring that the elements noted in the Guide to Evaluating Institutions were covered.

All new questions should be sent to Leonita Cole by the close of business on Tuesday, November 8, 2005.

6.* Assignment for Next Meeting: All committee members to revise as noted above their respective Standard I responses and submit them to Leonita Cole by November 14, 2005.

7. Next Meeting: December 2, 2005 - President's Conference Room

8. Adjournment approximately 3:45 p.m.

(* item not discussed, added by Gerri when preparing the minutes ☺)