



Advisory Charge

The Accreditation Steering Advisory Group (ASAG) monitors college compliance with regional accreditation standards in order to sustain continuous quality improvement. ASAG coordinates ongoing efforts to organize evidence used to prepare the Institutional Self Evaluation Report, follow-up reports, and mid-term reports.

Recommendations from the ASAG are referred to the College Planning Committee.

Goals for 2019-2020

1. Prepare 2020 Midterm Report
2. Determine organization and taxonomy for evidence files. Begin collection of evidence of documenting compliance with accreditation standards.
3. Inform college community of resources related to accreditation best practices, including accreditation tips, FAQs, and definitions of terms
4. Evaluate current status regarding VC Quality Focused Projects (Beacons of Success and Sail to Success), as well as an identified recommendation from the 2016 Accreditation Institutional Self-Evaluation Report (ISER) and visiting team.
5. Following Participatory Governance Handbook guidelines, leads will keep connected with college committees, aligning committee meeting minutes with accreditation standards for ease of documentation in next ISER

Ventura College Accreditation Steering Advisory Group

MCW – 312 | 3:00 – 4:30 PM
1/8/2020

	Representative by Position	Name		Representative by Position	Name
<input checked="" type="checkbox"/>	ASAG Tri-Chair (C)	Tatiana Lawler	<input type="checkbox"/>	Facilities Oversight Group Rep (F)	Steve Palladino
<input checked="" type="checkbox"/>	ASAG Tri-Chair (F)	Dan Clark	<input type="checkbox"/>	Professional Dev Advisory Rep (F)	
<input checked="" type="checkbox"/>	ASAG Tri-Chair (A)	Lisa Putnam	<input type="checkbox"/>	Professional Dev Advisory Rep (C)	Matthew Moore
<input checked="" type="checkbox"/>	Academic Senate, President	Dan Clark	<input type="checkbox"/>	Student Success Comm Rep (F)	
<input type="checkbox"/>	Academic Senate, Vice President		<input type="checkbox"/>	Student Success Comm Rep (C)	
<input type="checkbox"/>	Academic Senate, Secretary		<input checked="" type="checkbox"/>	Technology Advisory Group Rep	Grant Jones
<input type="checkbox"/>	Academic Senate, Treasurer		<input type="checkbox"/>	Librarian	
<input type="checkbox"/>	Classified Senate, President	Sebastian Szczebiot	<input checked="" type="checkbox"/>	Registrar	Gabriella Asamsama-Acuña
<input type="checkbox"/>	Classified Senate, Vice President	Olivia Long	<input checked="" type="checkbox"/>	Student Success Supervisor	Rick Trevino
<input checked="" type="checkbox"/>	Classified Senate, Secretary	Felicia Torres	<input checked="" type="checkbox"/>	Dean, Institutional Effectiveness	Phil Briggs
<input checked="" type="checkbox"/>	Classified Senate, Treasurer	Jeanine Day	<input checked="" type="checkbox"/>	Dean of Student Learning	Felicia Dueñas
<input type="checkbox"/>	ASVC President	Daisy Castillo	<input type="checkbox"/>	Dean of Student Learning	Tim Harrison
<input type="checkbox"/>	ASVC Representative		<input checked="" type="checkbox"/>	Dean of Student Learning	Dan Kumpf
<input type="checkbox"/>	Budget Resource Comm Rep (F)		<input checked="" type="checkbox"/>	Dean of Student Learning	Debbie Newcomb
<input type="checkbox"/>	Budget Resource Comm Rep (C)	Jason Robinson	<input checked="" type="checkbox"/>	Dean of Student Learning	Lisa Putnam
<input type="checkbox"/>	College Planning Comm Rep (F)		<input checked="" type="checkbox"/>	Dean of Student Learning	Lynn Wright
<input type="checkbox"/>	College Planning Comm Rep (C)	Sebastian Szczebiot	<input checked="" type="checkbox"/>	Dean of Student Services	Marcelo Vazquez
<input type="checkbox"/>	College Outcomes Group Rep		<input checked="" type="checkbox"/>	VP, Academic Affairs (ALO)	Jennifer Kalfsbeek-Goetz
<input type="checkbox"/>	Curriculum Committee Rep (F)		<input type="checkbox"/>	VP, Business Services	Cathy Bojorquez
<input type="checkbox"/>	DE Advisory Group Rep (F)		<input checked="" type="checkbox"/>	VP, Student Affairs	Damien Peña
<input type="checkbox"/>	DE Advisory Group Rep (C)	Sharon Oxford	<input checked="" type="checkbox"/>	College President	Kim Hoffmans

Meeting-At-A-Glance:

The January 2020 Meeting focused on the finalization of the 2nd Draft of the Midterm Report, preparing it for review by both Senates and the Associated Students. Discussion of evidence collection continued. Quite of bit of evidence has already been collected, but we are looking for additional items.

Meeting Notes:

Agenda Item	Discussion	Action
Public Comments & Introductions	Introductions took place. Welcome Dan Clark as the newest tri-chair of this advisory group Guests: None	
Review of Previous Meeting Notes	None available	
Announcements / Information Items	None	
Discussion Items: (a) Update Draft of Midterm Report	Preparing Draft 2 of Midterm Report; Classified Senate will receive it for their 1/9/2020 meeting, Associated Students will receive it for their 1/14 meeting, and Academic Senate will receive it for their 1/16 meeting. <ul style="list-style-type: none"> • Workgroup members were asked to review the draft for clarity, completeness, and accuracy. They were also asked to review the list of evidence to see if any additional items should be added to our list. • President Hoffmans had a handful of corrections and edits. Others will send edits via email. 	
(b) Leads for Each Standard	Reviewed master list of leads for each section of the ACCJC Standard (Handout/see online). Added names of individuals recently hired at the college (registrar, director of facilities, maintenance and operations); updated names to reflect changes in committee/senate positions (academic senate president)	
(c) Inventory of Collected Evidence	Reviewed master list of Midterm Report evidence. Discussed ACCJC's requirements for Midterm Reports (Handout: <i>ACCJC Guidelines for Preparing Institutional Reports to the Commission</i>)	
(d) Reminder of Naming Convention for Evidence Files	Tabled Tatiana and Lisa will meet to discuss this further and will share update in February meeting	
(e) Evidence Collection	Remember to email evidence files to Lisa Putnam and Tatiana Lawler (original files for fliers whenever possible to improve accessibility for online posting). All evidence will be catalogued and posted to the college's networked share-drive. (We will not be using SharePoint.)	
(f) Evidence Location	Evidence Location: \\ad\fs\vc\accreditation\Accreditation-2023 All ASAG members will be provided access to review/read these files, but only Lisa Putnam and Tatiana Lawler will have abilities to edit/upload files. This will ensure that naming conventions are consistent and that documents are stored in formats that are accessible to electronic readers	
Action Items:	None	