

Meeting Notes

District Accreditation Coordination Council

Friday December 7, 2018

3:30 – 4:30 pm

Los Rios District Office

Chancellor's Conference Room

Attendees:

Tammy Montgomery – DO AVC Instruction
Bernadette Anayah - FLC
Bill Simpson – ARC Faculty Accreditation Co-
chair
Adam Karp – ARC ALO

Marybeth Buechner – SCC Manager (ALO)
Emily Bond – CRC Tri-chair
Betty Glycer-Culver – DO Research
Francis Fletcher – DAS
Kasey Gardner – SCC – Manager Tri-chair

1. Welcome and Introductions

2. Approval of Agenda for today

- The agenda was approved.

Approval of Minutes from 10-5-18

- There were a few corrections that were noted and will be corrected.
- Tammy reminded everyone to read each other's reports over the break.

3. Each college gave a brief overview of their reports; what was worked on and outcomes.

4. Planning for February 13, 2019 Board Meeting:

- Review PPT from 2012
- Assign presentation roles
 - a) Each college will be responsible for three slides; one is a picture of your campus.
 - b) One person from each of the colleges will give the power point report; possibly a faculty member, a manager or a staff member. It should be someone who really knows the report and feels confident talking about it.
 - c) Two or three others may be there to help answer questions from the board members.
 - d) Tammy will be there to introduce and ask for clarification if a question is not understood.
 - e) Use the pp that Tammy has sent you to create yours. You can use any picture of your campus that you want. You want to show progress on self-identified issues and responses to team recommendations. Don't try to jam too much into each slide; the board would just like to hear the highlights.

5. Review of timeline and tasks:

- a) Members of the committee will read each other's reports over the break.
- b) Final drafts are due to DO and B o T by January 2, 2019.
By the time you return from break, the district should have your signed version.
E-mail a copy to Tammy and send three original "wet" signature copies. The reports will be signed by the board the night of the presentation. Tammy will send a copy back to each campus. Keep the draft wording until the very end but have a non-draft version ready. The ones sent to the board should still say "draft". It was suggested to just change the title when saving as draft or final. Tammy will clarify this process so everyone does it the same way.
- c) Practice our power point to the B o T on February 1, 2019. The practice will be in the board room. We'll meet in the Chancellor's Conference Room first then walk over to board room once everyone is there. Send your slides to Tammy before January 25, 2019.
- d) Power point presentation and report to B o T on February 13, 2019. Board meeting starts at 5:30, plan on being there about an hour.
- e) Final signed reports will go to ACCJC in March.

6. Action Items

- Tammy will find out who should send the reports to ACCJC.
- Tammy will clarify how the draft should look and how many wet signature copies are needed.

7. Meeting dates for Spring 2019:

- Friday, February 1, from 3:00-4:30 pm, Chancellor's Conference Room
- Friday, March 1, from 3:00-4:30 pm, Chancellor's Conference Room (only if needed)
- Friday, April 5, from 3:00-4:30 pm, Chancellor's Conference Room (only if needed)
- Friday, May 10, from 3:00-4:30 pm, Chancellor's Conference Room (after ACCJC conference)