

NORCO COLLEGE

Accreditation 2020 Standards Committee
Meeting 1:00-3:00 p.m. / March 2, 2018 / CSS 217

Minutes

Presenters: Dr. Greg Aycock, Ruth Leal, Kris Anderson, Dr. Samuel Lee, Lenny Riley

Co-chairs: Melissa Bader, Quinton Bemiller, Nicole Brown, Jason Parks, Nikki Capps, Chris Poole, Damon Nance, Vanessa Acosta, Mark DeAsis, Peter Boelman, Leona Crawford, Colleen Molko, Andy Aldasoro, Janet Frewing, Dan Lambros, Debra Mustain, Bob Prior, Patricia Gill, Gustavo Ocegüera, Gail Zwart, Monique Franklin Pierce, Monica Green, Peggy Campo, Natalie Aceves, Kevin Fleming.

Accreditation Committee members: Brandon Owashi, Daniel Landin, Laura Adams, Dan Reade, Brian Johnson, Nick Franco, Tami Comstock, Caitlin Welch, Miguel Castro, Albert Jimenez, Daren Koch, Arezoo Marashi, Monica Gutierrez, Tim Russell, Sarah Burnett, Alexis Gray, Leticia Martinez, Daniela McCarron, Bernice Delgado, Patty Sanchez,

1. (5-10 min.) Welcome (Dr. Reece, Dr. Lee, Dr. Aycock, Ruth, Kris)
 - The Norco College President provided welcoming words
 - We have four ACCJC Accreditation Standards to address
 - They will determine if Norco College is accredited
 - If you see something that we are not doing please say something

2. (10-15 min.) Update on Standards committees (Dr. Aycock, Ruth, Kris)
 - We have ten standard committees
 - There will be a steering committee, comprised of a co-chairs of the standard committees
 - a. Where we are now (Ruth, Kris)
 - The participation of the committees is crucial and they will identify the gaps.
 - Some standard committees have identified members
 - Other committees need to be filled. Please send names as soon as possible to either Ruth Leal, Kris Anderson, and/or Dr. Greg Aycock.
 - b. Next steps: finalize your team and schedule a meeting (Dr. Aycock)
 - For the next couple of weeks staff and student members need to be confirmed (Standard II, III, IV)
 - People can choose the group that they would like to join based on their strengths
 - c. Steering Committee meetings for spring semester, Fridays from 8:30 to 10:30 a.m.: March 23, April 27, and May 25 (room TBA)
 - Calendar invites for meetings have been sent to co-chairs already.

3. (10 min.) Timeline for ISER (Dr. Aycock, Ruth, Kris)
 - a. Overview
 - A general timeline with important dates is available to committee members. It is broken down by semesters.
 - The timeline will be eventually broken down by months
 - Standard committees need to start having meetings as soon as possible
 - Spring is the 2020 Accreditation visit
 - b. This semester: gap analysis before spring break, "drafty draft " by end of semester
 - By fall 2018 the draft will be completed

4. (10 min.) Overview of the Standards (Dr. Lee, Dr. Aycock)
 - a. Standard I (Dr. Aycock)

- Standard I is about the institutional mission, academic quality and institutional effectiveness, and integrity.
 - Mission: We need to see where we are now, why we are revising it and where we are going to be.
 - Focus on processes such strategic plan or the gap analysis
 - Have examples of data and decision making
 - CTE has data that can be utilized
- b. Standard II (Dr. Lee)
 - Student learning programs and support services
 - Look for the action verbs and adjectives: identify the subject of the standards
 - Are we offering educational programs and are they appropriate. They need to be mission driven.
 - Demonstrating that you have a cycle, you are doing it and sticking to it
 - Assessing learning outcomes: Curriculum committee demonstrate to achieve these outcomes.
 - Program evaluation can be used as well.
 - c. Standard III (Dr. Lee)
 - Resource allocation model
 - EMP's to discipline goals
 - d. Standard IV (Dr. Lee)
 - Leadership and governance
 - Think about what you do in a multi-college district:
 - Function maps (they are very detailed).
 - Details on centralized services
5. (20-25 min.) The gap analysis (Dr. Aycock)
 - a. What it is, how it works
 - b. The template
 - Provided a template to accreditation committee members to utilize when submitting information
 - This document will be the worksheet for everyone
 - The template has to be submitted for review as soon as possible to identify any gaps.
 - c. The importance of evidence
 - What are the checkable things you need to look at
 - Something that is hard copy needs to be scanned
 - Gather all the evidence and see what it tells you
 - Evidence collected from prior years is located in the website to use as an example to gather current evidence.
 - Identify the things we need to improve on
 - Quality focus essay, more information to come as draft develops
 - Take an ownership approach
 6. (20-25 min.) Introduction to Accreditation 2020 webpage (Lenny, Dr. Aycock, Ruth, Kris)
 - Introduced the new tab 2020 for the accreditation website
 - The evidence collected will not be posted on the website yet
 - The evidence needs to be stored by each standard accreditation committee
 - It was recommended to use Google Drive or Canvas. More information to come on site or software everyone will use.
 7. Questions/ discussion (Dr. Lee, Dr. Aycock, Lenny, Ruth, Kris)
 8. Planning time for Standards Committees
 - All standard committees need to start having meetings with their working groups as soon as possible

Norco College Mission Statement

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

