

Standard I Accreditation Self Study Team
Institutional Mission and Effectiveness
01-10-2005 DRAFT 1-13-05

Members Present: Andrew LaManque, Chair, Cindy Castillo, Carolyn Keen, Mayra Cruz, Duane Kubo, Carleen Bruins, Carolyn Wilkins-Green, Lydia Hearn, Christina Espinosa-Pieb, Pat Fifield

Absent: Kevin Glapion, Rich Hansen, Carmen Pereida,
The Student Representative said she could not make the meetings; we are waiting to hear from DASB for a replacement.

Please check out the web site that Andrew has posted. There is a lot of useful information on the site.

<http://dilbert.deanza.fhda.edu/daresearch/com-sst.html>

<http://www.deanza.fhda.edu/about/accreditation/updates.html>

Update of the College Master Plan

President Murphy is in the process of updating the College Master Plan. It will go to College Council for input this Thursday. The update will carry the college through this year. The President's message in the update outlines a plan / timeline for developing a new master plan next year that will guide the college for the next 5 years. The update includes an assessment of the attainment of the goals included in the 1999 Master Plan. The assessment indicates that so far, through 2003-04 (the plan runs through 2004-05) we have fallen short of some of our goals. This assessment will form the basis for goal setting in the next master plan and a more in-depth analysis as to some of the reasons why we did not achieve the goals (i.e. external factors such as CSU curriculum changes, or perhaps the targets were too ambitious). The analysis should prove helpful to the self study teams as well.

Tentative Schedule for this Winter

Robert Griffin is going see if President Murphy can visit all the teams. Brian will probably visit our team on the 24th or the 31st of January.

We will probably have a presentation meeting of all the teams in late January. In the end of February or March we will have a Town Hall of all the teams. Part of the Town Hall will be for feedback and part for a sounding board. The final draft will need to be ready sometime in March.

Discussion on the Mission Statement Standards

There was considerable discussion about how to write the self assessment for the standards relating to the mission statement. The Mission Statement seems to always be in the background of college discussions but it is not often referred to explicitly. That is, committee (whether it is Academic Senate, College Council, or the Planning and Budget Teams) members don't often say "is this decision in line with our mission." But in most cases it is implied and discussion will include some reference to the goals in the 1999 Master Plan.

It was agreed that while hard the group working on the Mission Statement needed to find more evidence of the use of the mission statement. To start they will need to locate meeting minutes where the statement was approved by the Board. Christina Espinosa-Pieb was the former accreditation liaison officer and should be a good resource.

The discussion led to one possible part of the self assessment and planning agenda: while the mission seems to be in the background of discussions it is not often formally cited or used. This may be something that could be improved on by having a more explicit tie in of decisions to various aspects of the mission statement.

Discussion on Standards 3 and 4 of Institutional Effectiveness

Duane Kubo handed out a draft of descriptive summaries for Standards IB3 and IB4. The discussion included several points:

- During tight budget years it appears that we work in a top down style in that the ideas and direction seems to come from administration.
- In good budget years it appears that we work in bottom up style with proposals for new initiatives coming from faculty and staff.
- We do not seem to do a good job of communicating the results of meetings laterally. When a representative goes back to their unit after a meeting it appears that they only discuss matters just related to their own area. Discussions typically do not include suggestions for cuts or sacrifices in areas other than your own. This type of information could be very important to every one on campus but it is not often communicated by the representatives. While the meeting notes might be available they are often difficult to find.
- It was suggested that all meeting minutes be housed in a central location on the campus intranet for easier accessibility.
- Questions were also raised about the membership on various committees. Do PBT members serve a life term? There doesn't seem to be any new blood added. Is proper ethnic breakdown looked into for the composition of the various teams?

We will not have a meeting next Monday (01-17-05) campus will be closed for Martin Luther King Day. Next meeting 1-24-05. Please review all data.