

Standard I Accreditation Self Study Team
Institutional Mission and Effectiveness
11-08-04

Members Present

Andrew LaManque, Chair, Carleen Bruins, Cindy Castillo,
Kevin Glapion, Lydia Hearn, Carolyn Keen, Duane Kubo,
Carmen Pareda, Carolyn, Wilkins-Green, Pat Fifield

Members Absent

Rich Hansen, Christina Espinosa-Pieb, Mayra Cruz, Karl Schaffer

Guests

Robert Griffin

Announcements

Jean Libby has bowed out of group

Minutes from meeting of 11-01-04 passed out for approval and corrections. Andrew made corrections to meeting of 11-25-04. Only correction for 11-01-04 is that Kevin Glapion was left off sub-committee 1 Part A Mission.

Handouts

Andrew handed out results of De Anza Faculty/Staff Accreditation Survey Results.

- Approximately 1/3 of De Anza College employees responded to the survey.
- The survey had 57 questions in 4 sections: Mission and Institutional Effectiveness, Student Learning, Resources and Leadership.
- The survey results along with selective highlights will be attached to this month's minutes for evidence and for research as we move forward with our process. The results are also posted to the De Anza College Accreditation web site under "Updates."
- The survey results demonstrate the impact that recent resource reductions have had on programs. Some of the lowest marks from employees came when asked about the resource allocation process and program review. There was also evidence of a lack of resources to support student learning from teaching, library, and student services perspectives.

A template for writing the self study responses borrowed from San Francisco City College was discussed. The template was being shared to assist the self study editor, Lois Jenkins, in Marketing in pulling together the various sections. The template asks the writer specific questions needed for the writing, such as where the evidence of learning outcomes is documented, and can be very useful.

Andrew advised that we should keep word processing formatting to a minimum and we can then piece it all together at the end of the process.

Duane Kubo and Carolyn Keen have prepared drafts on Part B Governance (issues 1-4)

Duane felt that we should look at draft together and work on it as a group.

Carolyn and Duane are going to meet with Christina about issues that were accomplished or not accomplished.

Duane is looking for data that is supposed to be available in the State of the College report.

Robert Griffin made presentation on his visit to another campus

This time the accreditation visit will be different from past visits.

Evidence is the key to success in the process and the level of the investigation is far more in depth. The focus will be on documenting a discussion about Student Learning Outcomes. The Commission wants to see a dialog on this subject – including proof via written documents that the discussion was widespread across the institution.

Question presented to Robert regarding the “importance” or “review” of minutes, since it is such a time consuming task. Who really reads them? Again, Robert stressed the importance of having evidence of all that occurs in “Team Room”. He could not stress enough the importance of meeting minutes which help to verify decisions and outline valuable conversations.

You need to either do your documentation in the front end or you will be required to do it on the back end. It is far better to have all documentation for accreditation visit. It really does not look good for the institution for a negative report to go the campus President or to the Board of Trustees. If a negative report is submitted you are going to have to go back and fix it. So it is far better to do the work in the front end

The three important ideas are:

- Student Learning Outcomes
- Institutional Dialog
- Culture of Evidence

Next meeting 11-15-04 Don Bautista Room 12:30 to 1:30