

A-TEAM 2014

Accreditation Team for Palo Verde College

Friday, September 21, 2012

10:30 to 12 Noon

MEETING AGENDA (and worksheet)

1. Check your calendars for future A-Team meetings: Friday, November 2; Friday, December 7, and beyond
2. Review placement of Accreditation information on PVC Website
3. Review Eligibility Requirements: what they are , how they fit in the Self-Study
4. Begin self-study session of Palo Verde College in relation to the accreditation standards:

Standard I: Institutional Mission and Effectiveness

A. Mission

1. Student learning programs and services aligned with purposes, character, and student population
2. Approved by Board of Trustees
3. Mission statement periodically reviewed
4. Mission central to planning and decision-making

B. Improving Institutional Effectiveness

1. Collegial self-reflective dialogue
2. Sets goals to improve its effectiveness
3. Assesses progress, cycle of evaluation, planning, resource allocation, implementation, re-evaluation
4. Planning is broad-based
5. Documented assessment results to communicate with constituencies
6. Assures effectiveness of ongoing planning and resource allocation process
7. Systematic review of effectiveness of evaluation mechanisms in improving instructional programs, student support services, and library, and other learning support services

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MEETING AGENDA

Friday, January 18, 2013, CL 129, 10:30 a.m.
(including Minutes of December 7, 2012)

1. Minutes of December 7, 2012
 - a. Reviewed Accreditation page on PVC website
 - b. Set meeting dates for Spring 2013: Jan 18; Feb 8, Mar 1; Mar 22; April 12; May 3; May 17. Fridays, 10:30 a.m. to 12
 - c. Reviewed timeline for completion of 2014 Self-Study

Sept 2012 to Sept 2013: Write, review, post drafts; institutional review and comment; progress reports and updates at general staff meetings, Academic Senate, College Council, Board of Trustees, citing areas needing attention

Sept 2012 and ongoing: Implement institutional changes per A-Team findings

Sept 2013 to Dec 2013: Finalize Self-Study; obtain constituent approvals

Dec/Jan 2013/14: Board review and approval

January 2014: Self-Study to ACCJC

March 2014: Team visit
 - d. Reviewed “Standards Needing Special Attention”
 - e. Completed review of 2008 visiting team recommendations
2. Review updated “Standards Needing Special Attention”
3. Resume review of accreditation standards

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MEETING AGENDA

Friday, February 8, 2013, CL 129, 10:30 a.m.
(including Minutes of January 18, 2013)

1. Minutes of January 18, 2013
 - a. Reviewed “Areas Needing Special Attention”
 - b. Reviewed 2008 Recommendations and Standards through about II.A.1.b
2. Review updated “Areas Needing Special Attention”
3. Resume review of accreditation standards, beginning at about II.A.1.c

Adjourn: Next meeting Friday, March 1, 2013, 10:30 a.m.

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Accreditation Team for Palo Verde College

MEETING AGENDA, Friday, May 3, 2013, CL 129, 10:30 a.m.

1. Review “statement of general education philosophy” (required by Standard II.A.3) and approve for presentation to Academic Senate

The institution requires of all academic and degree programs a component of general education based on a carefully considered philosophy that is clearly stated in its catalogue. The institution, relying on the expertise of its faculty, determines the appropriateness of each course for inclusion in the general education curriculum by examining the stated learning outcomes for the course (Standard II.A.3)

Proposed “philosophy of general education”:

The College’s general education curriculum offers students opportunities for learning the concepts and practices of a diversity of academic disciplines to enhance their intellectual curiosity, broaden their areas of interest and help them succeed in their chosen fields.

2. Review draft of Standard I.A.1,2,3,4, and approve for posting to Accreditation website
3. Too many visions? How do they all fit together?
 - a. Mission Statement
 - b. Integrated Strategic Plan
 - c. Statement of Vision, Mission and Values
 - d. Institutional SLOs
 - e. General education “philosophy:
4. Equivalent qualifications for faculty: No policy and procedures statement exists at PVC to determine equivalency
5. SLOs in performance evaluations and others responsible for student learning: Not yet done at PVC
6. Deadline for 2013-14 catalog: should include these items: gen ed philosophy; program SLOs; Institutional SLOs, revised Mission Statement, Integrated Strategic Plan, etc.
7. Review updated “Areas Needing Special Attention” from April 12, 2013 meeting
8. Resume review of accreditation standards, beginning at about Standard II.A.7

Adjourn: Next meeting Friday, May 17, 2013, 10:30 a.m.

A-TEAM 2014
Accreditation Team for Palo Verde College

MEETING AGENDA, Friday, May 17, 2013, CL 129, 10:30 a.m.

1. *“Philosophy of general education” approved by the Academic Senate, May 14, 2013, and ready for the 2013-14 College Catalog:*

The College’s general education curriculum offers students opportunities for learning the concepts and practices of a diversity of academic disciplines to enhance their intellectual curiosity, broaden their areas of interest and help them succeed in their chosen fields.

The institution requires of all academic and degree programs a component of general education based on a carefully considered philosophy that is clearly stated in its catalogue. The institution, relying on the expertise of its faculty, determines the appropriateness of each course for inclusion in the general education curriculum by examining the stated learning outcomes for the course (Standard II.A.3)

2. Review revised draft, with DE/CE references added, of Standard I.A.1,2,3,4, approved to go to PVC Accreditation web page, subject to College Council go-ahead
3. Too many visions? How do they all fit together?
 - a. Mission Statement
 - b. Integrated Strategic Plan
 - c. Statement of Vision, Mission and Values
 - d. Institutional SLOs
 - e. General education “philosophy”
4. Equivalent qualifications for faculty: No policy and procedures statement exists at PVC to determine equivalency [Update: policy and procedures being worked on by Senate faculty, with completion expected in Fall 2013]
5. SLOs in performance evaluations and others responsible for student learning: Not yet done at PVC [Update: Currently being negotiated]
6. Review portions of the Post-Secondary Accreditation Manual, 2011, pp.
7. Review updated “Areas Needing Special Attention” from May 3, 2013 meeting
8. Resume review of accreditation standards, beginning at about Standard II.A.7
9. Meeting Schedule for Fall Semester: First meeting Friday, August 23, 2013 (second week of classes, but prior to August 30 Institute Day)

Adjourn: Next meeting Friday, August 23, 2013, 10:30 a.m.

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Accreditation Team for Palo Verde College

MEETING AGENDA,
Friday, August 23, 2013, CL 129, 9:30 a.m.

1. Calendar future A-Team meetings: Fridays, 10:30 a.m. to noon, every three weeks: September 13, October 4, October 25, November 15, December 6

2. Recap of what has been accomplished to date

3. Timeline for completion of the Self-Study

Sept 2012 to Sept 2013: Write, review, post drafts; institutional review and comment; progress reports and updates at general staff meetings, Academic Senate, College Council, Board of Trustees, citing areas needing attention; August 30 Institute Day

Sept 2012 and ongoing: Implement institutional changes per A-Team findings

Sept 2013 to Dec 2013: Finalize Self-Study; obtain constituent approvals

Nov 25, 26, 27, Flex Days: What shall we do?

Dec 10, 2013: Board review and approval

January 2014: Self-Study report sent to ACCJC

March 10-13, 2014: Team visit

June 2014: Commission meets to decide on PVC accreditation status

4. Plans for Institute Day, August 30, presentation on accreditation

a. Big picture: state and national accreditation trends

b. PVC's accreditation history

c. Focus on SLOs: mini-presentations from faculty and staff

d. Top 10 potential accreditation problems facing PVC (and what to do about them), break-out session and reconvene

5. If there is time, continue review of standards vis-à-vis Palo Verde College's practices

6. Adjourn to Friday, September 13, 10:30 a.m.

A-TEAM 2014
Accreditation Team for Palo Verde College

MINUTES, August 23, 2013 meeting
AGENDA, Friday, September 13, 2013, CL 129, 10:30 a.m. - noon

Minutes, August 23, 2013 A-Team Meeting

1. Plan to meet at 10:30 a.m. to noon on Friday, every three weeks: September 13, October 4, October 25, November 15, December 6
2. Recap accomplishments
 - a. A-Team 2014 formed
 - b. Training March 2012
 - c. Statement on “philosophy of general education”
 - d. Institute day, Aug 23, and Flex Days
 - e. SLOs in catalog
 - f. Accreditation docs, Self-Study draft and SLOs on web
 - g. Progress reports to Board
3. Reviewed timeline for completion of the Self-Study
4. Reviewed plans for Institute day, Aug 23

Agenda, September 13, 2013

1. Approve Minutes, August 23, 2013
2. Discuss findings and results from Institute Day, August 30, 2013
3. Review draft Accreditation Follow-Up Report, due October 15, 2013
4. Review draft section on Human Resources Standard III.A (incorporated in Follow-Up Report in agenda item above)
5. Review draft section on Technology Resources (if ready) Standard III.C
6. Resume review of Standard II.A.(Instruction) and II. B (Student Services)
7. Added Item: Review Integrated Budget, PR, Planning Work Flow Chart

Adjourn to October 4, 2013 meeting, 10:30 a.m.

A-TEAM 2014
Accreditation Team for Palo Verde College

MINUTES, September 13, 2013 meeting
AGENDA, Friday, October 11, 2013, CL 129, 10:30 a.m. - noon

Minutes, September 13, 2013 A-Team Meeting

1. Plan to meet at 10:30 a.m. to noon on Friday, every three weeks: September 13, ~~October 4~~, October 11, October 25, November 15, December 6
2. Discussed draft accreditation Follow-Up Report, due October 15, 2013
3. Reviewed Integrated Budget, Program Review and Strategic Planning Work Flow Chart

Agenda, October 11, 2013

1. Status of accreditation self-study and related activity
2. Report on SLO workshop October 4, 2014 and plan
3. Review of October 15, 2013 Follow-Up report, HR portions
4. Discuss institutional processes using, as examples, two current issues:
 - a. ESL full time faculty positions
 - b. Learning Skills Center reimplementation and location
5. Discuss informal processes enabling new ideas and initiative, review and vetting

Adjourn to October 25, 2013 meeting, 10:30 a.m.

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MINUTES, October 11, 2013 meeting
AGENDA, Friday, November 15, 2013, CL 127, 10:30 a.m. - noon

Minutes, October 11, 2013 A-Team Meeting

Due to small turnout, the meeting was devoted to a problem-solving session on two current issues: the ESL instructor and the Learning Skills Center. The purpose of the discussions was to evaluate, from an accreditation standpoint, what could have been done better in bringing forward into discussion two important and timely proposals, namely, the ESL position and the Learning Skills Center. See attached notes.

Agenda, November 15, 2013

1. Report on Self-Study progress;
Goal: College Council, December 3; Board of Trustees, December 10.
 - a. Done (in draft):
 - i. Eligibility Requirements
 - ii. I.A. Mission
 - iii. II.C. Library and Learning Support Services
 - iv. III.A. Human Resources
 - v. III.B. Physical Resources
 - vi. III. C. Technology Resources
 - b. In Progress
 - i. Recommendations from 2008
 - ii. I.B. Improving Institutional Effectiveness
 - iii. II. A. Instructional Programs
 - iv. II.B. Student Support Services
 - v. III.D. Financial Resources
 - c. Not Yet Started
 - IV. A. Decision-Making Roles and Processes
 - IV. B. Board and Administrative Organization

2. Report on External Team Visit, November 8, 2013
3. Status of Key Accreditation Processes, as represented in Self-Study
 - a. Program review: undergoing revision, current system is being used
 - b. Faculty evaluations: terms of MOU
 - c. Budget, preparing for budget cycle Spring 2014: status
 - d. Integrated budget-program review-planning: flow chart
 - e. SLOs: progress made, but work still is needed in refining SLOs
 - f. Accreditation issues reviewed in August 30, 2013 Institute Day
 - g. Department of Education—new regulations affecting accreditation—will have ready by date of External Team Visit: March 10-13, 2014

Adjourn—Next meeting January 2014