



**Strategic Planning Committee
Accreditation Retreat
9:30 a.m. to 12:00 p.m.
Friday, May 10, 2019
Cougar Room**

Members present: Deb Daniels, Vicki Jacobi, Sharyn Eveland, Marty Morales, Greg Golling, Amanda Bauer, Severo Balason, Leslie Minor and Windy Martinez

Members absent: Tori Furman

Guest: Amar Abbott and Curt Belcher

Secretary: Brandy Young

- Amar, Gus, and Marty are testing out the workflow with a pilot in MindView. They will add the rest of the group and establish permissions. This will be ready in the fall.
- Discussed the importance of how we communicate information about Accreditation in terms of the process, activities, events, and value, to the community at all levels (TC peeps, groups, committees, stakeholders, students AND the Board, Taft community, Taft community members, Taft businesses).
- The timeline was approved as is. Briefly discussed the Team ISER Review and what that entails.
- Sharyn reviewed the ACCJC website and Guide to Self Evaluation.
- Guidelines to Institutional Evaluation Process – Will use this to structure the ASC and define the roles and responsibilities.
- Had discussion on focusing on the strengths and weaknesses and what is important to focus on. We need to make sure we will be self reflective and consider the institution’s strengths and not just the weaknesses.
- Look at evidence. We don’t know what we’re going to find... but when we do find it, identify strengths and weaknesses.
- Explore- find the evidence
- Select – editing and coordination
- Finalize – Editor to make sure all the pieces are one voice
- Bullet points at the end of Section 4 (in guide)
- Create a list of things that answer the questions? How to get my subcommittee to explore evidence?
- What I would like to know before I talk to my team?
- Amanda’s idea...use a form.
- Use this time as an opportunity to showcase work on campus. How we frame this will be important to get people on board.
- Appreciative environment for training piece
- Sharyn’s cross walk.. micro level to macro in what we are doing in the standards and data collection for training.
- Themes: Team Training Manual overview: Ex. Distance Ed and Correspondence Ed.. Institution Set Standards – How do you look at this if you are on a team.
- Analysis of the report:
- Provide guidance/direction and activity guidelines to the committee members who will report out on progress to the steering committee.
- Primary areas of need of for subcommittee chair: begin the work and resources for them.

YELLOW STICK UP SHEETS (photos below)

How to get my team to explore evidence

Practice: (how)

Where is the evidence that supports (?) also do the practices?

Provide examples

Provide an outline form that they will fill out for each document of evidence?

Collect information

Provide procedure/provides award

Decide what info is useful

Where are the written practices to meet the policy? Like AP

Where to look: (location)

Review Board policy of Title IX against student services

Review all Board Policies and Administrative Procedures on Student Services

Be familiar with the TC website

Explain what a policy is and where one might find them

look at website

Review written policies

Look at Board policy

Info/logistics: (Resources)

Know resource people - SLO Coordinator (ex.)

Know committees and duties

Have team members identify and gather policies and practices in their areas of work, knowledge

Review standard for understanding

What would I like to know before I talk to my team?

Details: What to look for?

Where are the gaps in evidence?

Review Evaluation - Guidelines

What data would I like to know as an outcome of data collected?

What data is available to the team?

I would like my team to explore if we are doing what our Board Policies and AP say - evidence

Structure:

What is my standard?

Why are we doing this?

I would like to know college areas my team members are from to help frame the evidence gathering process and what I need to get.

Logistics:

Do I know what I'm talking about?

How much data is enough?

Scope of evidence needed

Timeline

Requirements

Format Deliverable

WHITE BOARD TRANSCRIPTION (photos below)

Explore	Subcommittee Chairs	In training
	What to look for (Types of evidence) Sources Location How to track/evidence Who do I go to when confused?	Types of evidence Timeframe Quantity/Examples ? Team Guide for evidence examples/ categories What to deliver in updates? MindView how to Overview - purpose *Value, connection to Mission Showcase

Subcommittee Process	Explore	Select	Finalize
	<ul style="list-style-type: none"> • Training • Role • Responsibility • Housing • Report to.... 	Edit Gaps	









