

ACC Meeting Name: Achieving Excellence Committee

Meeting Date: November 20, 2009

Time: 9:00am to 11:00am

Location: HBC, Room 201

Co-chairs: Soon Merz and Ron Johns

Members Present: Amanda Karel, Arnold Perez, Charles Quinn, Constance Elko, David Block, D'Maris Allen-Mierl, Joshua Bacak, Julie Wauchope, Kathleen Christensen, Kirk White, Margaret Reid, Martha Perez, Merilee Shopland, Mike Reid, Rich Griffiths, Ron Johns, Roslyn Wallace, Soon Merz, Steve Clary and Sylvia Galvan-Gonzales.

Absent: Aaron Hinojosa, Caryn Newburger, Chris Rosales, Cleburn Zwernemann, Dawn Tawwater, David Borden, Denise White, Devorah Feldman, Diane Whitley-Bogard, Jason Vidrine, Juston Braden, Kathy Walton, Lyman Grant, MaryJane McReynolds, Michiel Davis, Mike Midgley, Nicole Bell, Rebecca Robinson-Francis and Shirley Wright.

Agenda Item 1: Approval of Minutes from September meeting

Presenter: Ron Johns

Discussion: Steve Clary requested that information explaining the QEP be provided for the benefit of new members. Soon said it would be posted on the website.

Decisions/Actions: Roslyn moved to approve the minutes and it was seconded by Steve.

Agenda Item 2: Committee's Structure and Role at ACC

Presenter: Ron Johns

Discussion: Ron reviewed the committee's structure and purpose. He explained that to accomplish the committee's charge of assessing student learning across the college, we need our committee representatives from instruction and administration be involved in the committee work. Ron suggested forming two standing subcommittees, one for support services and one for instruction. There was discussion as to why so few faculty members attended AEC meetings and the full Friday meeting schedule. There was also discussion as to what subcommittees would be permanent or formed *ad hoc* around specific projects. *Ad hoc* committee formation was selected to encourage more participation and focus on projects. Currently, 3 projects need subcommittees: SSR, SLO and QEP. Ron reviewed the SLO project and explained the basic purpose is to make sure students are learning. Soon added that grades are no longer the main criteria for student success and that other outcomes also must be measured. Addressing the committee's role, Soon said AEC is to give input and make recommendations to the President. AEC's recommendations go to the Academic and Campus Affairs Council (ACAC) where they are sometimes changed. For example, our recent recommendations for SSR and the QEP were changed. The SSR, as presented to ACAC, was changed in that the proposed steps and proposed timelines were modified, but the core process is the same. SSR was passed by ACAC and is now in implementation.

Decisions/Actions: Three *ad hoc* subcommittees were identified. The subcommittee for the SLO project was formed and members volunteered to serve.

Student Learning Outcomes (SLOs)

Margaret Reid

Martha Perez

Ron Johns

D'Maris Allen-Mierl

Charles Quinn

Joshua Bacak

Agenda Item 3: Support Services Review (SSR)

Presenter: Amanda Karel

Discussion:

a) SSR purpose, process:

The SSR is replacing ICS. The purpose of the SSR is for support services units to engage in meaningful self assessment and improve their services. Amanda has been meeting with EVPs, VPs and AVPs to determine what offices will be involved in the SSR and to create the SSR rotation.

b) Creation of SSR subcommittee:

Because of the volume of work needing to be done, a SSR subcommittee is needed. The subcommittee will develop rubrics for the SSR reports and QIPs and will review these when they are submitted by the units. Others outside the committee would be welcome to assist as well.

Decisions/Actions: A support Services Review (SSR) subcommittee was formed and members volunteered to serve.

Support Services Review (SSR)

Steve Clary

Rich Griffiths

Amanda Karel

Arnold Perez

Sylvia Galvan-Gonzales

Agenda Item 4: Quality Enhancement Plan (QEP) Update

Presenter: Soon Merz

Discussion: Part of the QEP process is to gather data-driven ideas for improving student success. The scheduled communication blast did not occur because of the Data Retreat. The data retreat has become part of the QEP process because the data retreat identified areas where improvements in student learning may occur. Soon shared that students at recent Student Forums were asked how their learning could be improved; this is another source of data. A subcommittee to modify the QEP timeline and develop rubrics for QEP proposals is needed.

Decisions/Actions: A Quality Enhancement Plan (QEP) subcommittee was formed and members volunteered to serve.

Quality Enhancement Plan (QEP)

Constance Elko

Kirk White

Merrilee Shopland

Follow up Items: Members not in attendance at today's meeting will be contacted to ask which committee(s) they would like to serve on. Also, Soon will follow-up with Dr. Kinslow to see what his changes are to the QEP timeline. This should come back to the full committee in February as an 'approved' timeline.

Agenda Item 5: Weaving Together the QEP and Data Retreat

Presenter: Soon Merz

Discussion: Members discussed things that most stood out at the Data Retreat. The information gathered at the Data Retreat will be added to the timeline under "QEP topic requirements" and will also be used for QEP seed topics.

Decisions/Actions: The QEP subcommittee will use data retreat and prior AEC work to select 4 or 5 seed topics and present those to the full committee. In turn, these topics will then be presented to the Student Success Initiative (SSI) committee which will decide what seed topics will be distributed across the AEC community.

Agenda Item 6: SACS Update

Presenter: David Block

Discussion: David reported that OIEA is in the process of doing a thorough review and analysis of locations and programs which may not have been previously reported to SACS, going back to our last accreditation in 2003. This is a result of clarification of the substantive change policy. We are also submitting notices of future changes to SACS.

Decisions/Actions: None

Agenda Item 7: Adjournment

Presenter: Ron Johns

Discussion: None

Decisions/Actions: Meeting was adjourned at 11:00 am.

Next meeting: February 19, 2010

DRAFT