

MINUTES

✚ **Attendees:** Dr. FeRita Carter, Dr. Eduardo Perez, Gloria Aguilar, Geby Rawung, Dr. Allison Douglas-Chicoye, Pamela Crampton, LaNeshia Judon, Michelle Pfenninger, Michael Medina, Daisy Figueroa, Stefanie Hernandez, Vevesi Save, Elizabeth Hilton, Jim Wooldridge, Dr. Thomas Cruz-Soto, Jacquie Lesch, Dr. Deborah Hall, Michael Barnes, Dr. Monica Delgadillo, Dr. Ashby Hayley

✚ **New Dean of Student Services**

- Dr. Carter introduced Dr. Thomas A. Cruz-Soto, Jr
- Dr. Cruz-Soto has 20 years experience in higher education and is happy to be with RCC

✚ **Sub-Committee Reports**

- **Student Life and Services** – Miguel Contreras (or designee) reporting:
 - Dr. Carter reported
 - Met on November 8, 2018 and reviewed Standard IIC
 - They have sent recommendations/changes to Dr. Carter
- **Integrated Student Support** – Dr. Allison Douglas-Chicoye reporting (or designee)
 - Dr. Douglas-Chicoye reported
 - Reviewed Standard IIB and discussed engagement centers, forming sub committees
 - Dr. Carter asked that the minutes for this subcommittee be sent to Vevesi Save on the Monday prior to the Thursday meeting

✚ **Reviewing and Discussing Accreditation**

- **Draft for Standard IIB**
 - The information for Standard IIB was merged from the Library and Academic Support
 - The draft was published to Sharepoint and Dr. Perez sent out the most current version
 - Recommendations to add data and statistics i.e. count of books in the library to evidence
 - Dr. Ashby has added other examples of completed accreditation reports to Sharepoint; can email the links
 - Suggestion to put as much pertinent information in reports now, then refine later in future reviews
 - Evidence – longer information should be a link or referenced; if the evidence is shorter, include in the narrative
 - Dr. Carter suggests to include only relevant evidence to have concise reporting
 - If there are suggestions and comments, post them as comments in the document in order to assist the writers
 - Do not edit within the document
 - There may be contrary edits in the same document

- This creates a heavier workload for the writers
 - Multiple comments for a specific question can be addressed at the meeting
 - All changes, comments and edits are forwarded to Dr. Perez
 - Dr. Ashby will send emails directly to Dr. Perez to disseminate to the group
- Dr. Ashby asked the committee to start building out Section 4 and the conclusion – add more content before EPOC, so that committee has something to review
- Supplemental Instructors
 - Location and strategies – information about SI sessions, job description, workshops and trainings
- Analysis Question 2 – Faculty Liaison
 - Should there be more detail on “how” this is done?
- **Draft for Standard IIC**
 - Standard IIC 3 – Concern to include Rubidoux Annex in this report.
 - Dr. Ashby suggests to add the Rubidoux Annex in the report and edit it out later if it is deemed unnecessary
 - Possible site visit triggered when another location is included
 - Change “main campus” to “on-campus”
 - Send Dr. Carter the wording for “The Promise” as a program to be included in the narrative
 - TracDat information access for reviewers
 - Need further discussion
 - Provide example reports
 - Possible creation of a unique log-in for accreditation team
 - Provide both
 - Dr. Hall will write up information on ASRCC finance policy and how money is spent within Athletics. Student trust funds would not be applicable.
 - Standard IIC 8 – Student Life committee should address medical records, athletic training records and other student records
 - Athletics has an annual report post season for each sport – doctor appointments, training sessions, etc.
 - Jim Wooldridge will find out if these reports are solely electronic or paper reports in files
 - Other records that should be reported in this section: Mental Health, DRC, Title IV
 - Provide information on process, how is the information gathered and maintained
 - Standard IIC Improvement Plan
 - Dr. Carter compiled the notes for improvement in various parts of the document and placed them in the Improvement Plan section
 - Area 5 Second paragraph add “and” between Career Center and Transfer Center – they are two separate departments
 - Dr. Perez motioned to move December meeting to November 29, 2018. Dr. Carter 2nd the motion. The motion passed.
 - Dr. Perez moved that the meeting on November 29, 2018 would be to finalize the review of drafts IIB and IIC. Daisy Figueroa 2nd the motion. The motion passed.
 - Need all the comments and edits to draft writers by November 21, 2018 – so send information to Dr. Perez by November 20, 2018
 - Draft writers will send the most current draft to Dr. Perez by November 26, 2018 for the committee to review before Thursday, November 29, 2018 meeting
- Standard II

+ New Business

- Potential Active Shooter situation at library
 - Library staff was not given instruction
 - Student safety issue when evacuating students

+ Meeting Adjourned – 1:49pm