CAC Accreditation Workgroup Meeting  
October 28, 2014

Agenda: 

1. Update on the follow up report and preparations for the team visit on Nov. 7 
2. Procurement of the Assessment Management System 
3. The assessment coordinator position (Bob Moeng). 
4. When they arrive: Susan Inouye and Sally Pestana sharing their experiences with their accreditation visits 
5. Open for comments and questions

Minutes: 

Present: Lori Sakaguchi, Tony Silva, Sunny Pai, Kelli Brandvold, Louise Pagotto, Bob Moeng, Nawaa Napoleon, Katrina Ghazanfar, Charles Sasaki, Ron Takahashi, Joy Oehlers, Joanne Whitaker, Laure Burke, Susan Inouye (guest), Sally Pestana (guest)

1. The Follow-Up Report was submitted by the October 15 deadline. As is the custom, the report was reviewed and approved by the UHCC System Office and the Board of Regents. Joanne and Sunny have identified a number of campus individuals who will probably be interviewed based on their areas of expertise. They have had, to date, approximately 10 briefing sessions with organizations and individuals to review details of the report and technology report and to support their preparations for potential interviews.

2. The Taskstream AMS procurement has been completed. Joanne finalized the Purchase Order October 24 and there will be a meeting with TaskStream on November 10 to conduct a “Launch Call”, which is a formal discussion that marks the start of the service and availability of the system for the college’s use.

3. Bob Moeng reported on the status of the Assessment Coordinator position. The SLO Ad Hoc Committee reviewed a draft of the job description and gave feedback to the chairs. After the job description was reviewed by the Accreditation and Assessment Workgroup it was presented, via email, to the CAC and thoroughly vetted through email discussion and personal conversations. The final draft was submitted to the Chancellor for review and approval. There is additional work required to get the minimum requirements approved by the university system, and this is a task that Louise Pagotto is managing. It is estimated that once the ad for the position is posted it will take 14 weeks to get to the point of being able to submit an offer letter.

4. Sally Pestana and Susan Inouye attended as invited guests to talk about their recent experiences as members of full evaluation teams. Sally visited Cuesta College and Susan visited Los Medanos College. They both had very positive experiences and encourage everyone to
consider volunteering to go on an evaluation visit. The work is very interesting and it is rewarding to see the accreditation process from the evaluator’s perspective. The teams kept to a positive and encouraging approach on their visits and team members were urged to look for and write about commendations. One learns best practices that can be brought back to KCC and it is a great professional development opportunity. The college needs to send more volunteers on these visits so that the accreditation process does not continue to be such a negative and confusing process. It is a lot of work but highly rewarding. Those interested in applying can check with Sunny and Joanne to get the application paperwork started.