



**Accreditation Council  
Minutes  
November 15, 2021, 3-5p.m.  
Via Zoom**

**MEMBERS**

Name	Representing	Present	Absent
1. Dr. Cathryn Wilkinson, Co-Chair	Administration	X	
2. David Beymer, Co-Chair	Full-Time Faculty	X	
3. Cheryl O'Donnell	Academic Senate/Full-Time Faculty	X	
4. Dr. Brian Lofman (I)	Administration	X	
5. Dr. Romero Jalomo (II)	Administration	X	
6. Dr. Steve Crow (III)	Administration	X	
7. Dr. Raul Rodriguez (IV)	Administration		X
8. Alma Arriaga	Confidential		X
9. Maria De Leon	CSEA		X
10. Brenda Jones	CSEA	X	
Vacant	L-39		
11. Michael Hooper	Full-Time Faculty		X
12. Chris Moss (QFE #1)	Full-Time Faculty	X	
13. Mercedes Del Real (QFE #2)	Full-Time Faculty	X	
14. Dr. Emily Rustad (QFE #3)	Full-Time Faculty	X	
15. Cynthia Ainsworth (Rec #1 Library)	Full-Time Faculty		X
16. Deborah Stephens (Rec #2 - Technology)	Full-Time Faculty	X	
Vacant	Part-Time Faculty		
17. Daniel Gonzalez	Associated Students	X	
18. Kyla Monroe	Associated Students	X	

**Others**

Name	Title or Representing	Present	Absent
Dr. Matthew Trengove	Administration	X	
Sharon Albert	Administration	X	
Dr. Debra Kaczmar	Administration	X	

CALL TO ORDER & INTRODUCTIONS  
Meeting called to order at 3:05 pm.

Cathryn Wilkinson

**ACTION ITEMS**

1. Consider Approval of Agenda  
**MOTIONED** (Wilkinson), Seconded (Jalomo), unanimously approved.

David Beymer

2. Consider Approval of Minutes of October 18, 2021 David Beymer  
**MOTIONED** (Crow), Seconded (Del Real), majority approved.  
Institutional Set Standards – clarifying language from Dr. Lofman:  
Hartnell College's institutional effectiveness framework specifies that three performance levels for our standards shall be set, whereas the ACCJC expects that two performance levels (floor and ceiling) for metrics shall be established. Hartnell's three levels are: minimum expectation, attainable goal, and aspirational goal - see: [Institutional Effectiveness Framework](#)

#### INFORMATION/DISCUSSION/PRESENTATIONS

1. ACCJC Training: [Improvement Plans and QFE](#) Cathryn Wilkinson/  
David Beymer  
Dr. Wilkinson reminded everyone that ACCJC has replaced the online basics training with educational videos. Since Hartnell is submitting three Quality Focus Essays (QFEs) for our midterm report, she and Mr. Beymer chose the above linked video for training at this meeting.
2. Midterm Report Updates Writing Team Leads  
Dr. Wilkinson reminded everyone that we do not expect to have a finished product this fall. For now, we want to see that some progress has been made, or areas where guidance is needed.

QFE #1, Guided Pathways: Dr. Lofman reported they are making a great deal of progress. They have laid out a structure, and will link details as evidence. The draft will include evidence they have collected. Before the March 2022 council meeting, the team members will have independently reviewed their report. Dr. Lofman thanked Dr. Trengove for providing data for their review on the QFE#1 team. We have already determined which data points that they plan to report.

QFE #2, Student Transfer: Ms. Del Real reported that they haven't had too many new pieces of information since their last report. However, Fall 2019 to Fall 2020 showed a slight dip in transfers. More students are utilizing our self-enrollment Canvas course (opened in Fall 2020). Fatima Barron is the new program assistant in the Transfer Center. Dr. Trengove asked if they are using the UC databases; Ms. Del Real confirmed that they do use those databases. Dr. Trengove shared this link to Cal-Pass data in the chat:  
<https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics> showing Number of Students Transferred to a Four Year Institution. Ms. Del Real added that Hartnell will be honored as a Champion of Equity for 2021.

QFE #3, Career Transfer: Dr. Rustad reported that she and Assistant Dean Albert will report on the new Career Hub. Assistant Dean Albert brought up questions about communication; Dr. Wilkinson advised that this topic will be discussed further in the Joint Academic Affairs/Student Affairs Meeting.

Recommendations – Library: Ms. Stephens reported that Ms. Ainsworth met with Dr. Sachiko Matsunaga and Frank Henderson.

Recommendation – Technology Plan: Ms. Stephens reported that the Technology Council reviewed the list of projects presented by VPIT Dave Phillips. They assigned volunteers to focus on the different tasks, and determined which projects are considered priority. They have a Technology subgroup. Dr. Wilkinson added that VPIT Phillips' goal is to have the Technology Plan finalized by the end of this year.

Institution-Set Standards: Dr. Trengove reported that he recently updated our template for licensure and job placement rates. The first question he asked was "how strict do we want to be with the criteria of our programs?" Dr. Wilkinson inquired as to our past practice. He advised that we wouldn't have reported to

ACCJC if there were fewer than ten students. He added that if it's a program we want to increase for the future, we may want to include it. Mr. Beymer stated if we don't have a set degree, we shouldn't be reporting on the program(s). Dr. Wilkinson agreed and advised we should align with degrees and certificates. Dr. Lofman agreed and stated this is historically what we have done. He added that for internal purposes, there's nothing wrong with tracking this data but we don't need to report these programs to the ACCJC. Dr. Wilkinson stated we need to coordinate what Dr. Trengove is reporting with the coding overseen by Interim Dean Joy Cowden and the Curriculum & Instruction Office.

Dr. Trengove asked his second question: "Do we want to set another standard for equity?" He shared that some programs wanted higher aspirational targets and some wanted lower, but IPRE concluded that there was no disproportionate impact in the current data. Dr. Wilkinson requested that Dr. Trengove sit with the disciplines' faculty; he advised that they were general programs, so Dr. Wilkinson will coordinate with deans.

Dr. Lofman added that our minutes from last month state we need to consider standards for non-CTE programs. He clarified that ACCJC does not require us to report on non-CTE programs, and only requires us to report on CTE programs for which we have ten or more students in a given year that have graduated.

Student Learning Outcomes: Dr. Wilkinson will meet with Ms. O'Donnell and Dr. Guy Hanna. Ms. O'Donnell added that they plan to highlight the work done by the Outcomes & Assessment (O&A) Committee.

3. [Timeline](#) Reminder

David Beymer

Mr. Beymer reminded everyone that the first draft is due to the Council in February 2022. We would like the drafts in the Google folder by the end of February. Please see Dina's email for the link to the Google folder.

4. Accreditation Commission for Education in Nursing (ACEN):  
Tips & Best Practices (4:00pm)

Debra Kaczmar

Dr. Kaczmar shared that Nursing & Health Sciences (NHS) has accreditation agencies that they deal with on a regular basis. She showed their self-study and site visit schedules – they are constantly in a state of preparing for their accreditation reports. In NHS, they have meetings every week with focus on the various agencies. The accreditors are most focused on processes and structures at the institutional level.

The second concern of the accrediting agencies is regarding outcomes. NHS has a cross-walk they use to explain the Hartnell terminology. Dr. Kaczmar shared that the agencies had concerns regarding the inconsistency with Hartnell's terminology (e.g., we use "program learning outcomes" and "student learning outcomes" interchangeably). Dr. Kaczmar added that although we may not be consistent with the terms, our data is consistent. She thanked Dr. Trengove for his ongoing assistance. Ms. O'Donnell thanked Dr. Kaczmar for sharing this information.

## ANNOUNCEMENTS

1. [ACCJC Educational Series](#) to learn more about a variety of topics related to accreditation
2. Dr. Wilkinson welcomed new ASHC member Kyla Monroe. Ms. Monroe has been at Hartnell since 2018; this is her first semester being a member of ASHC and she joined our council because it interested her.
3. Dr. Wilkinson recognized Mr. Michael Hooper, who is leaving the Accreditation Council, and thanked him for all of his work with our council.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. None

NEXT MEETING(S)

- March 21, 2022
- April 18, 2022
- May 16, 2022

MOTION TO ADJOURN

Meeting adjourned at 4:41 pm.

Cathryn Wilkinson