



**HARTNELL COLLEGE**

ACCREDITATION COUNCIL

September 19, 2022, 3:00-5:00pm

**MEMBER**

| Name  | Representing                         | Attended |
|---|--------------------------------------|----------|
| Dr. Cathryn Wilkinson, Co-Chair   | Administration                       | X        |
| David Beymer, Instructor, Council Co-Chair  | Full-Time Faculty                    | X        |
| Dr. Jason Hough, Instructor, Academic Senate President  | Academic Senate/Full-Time Faculty    | X        |
| Dr. Brian Lofman, Dean of Institutional Planning, Research and Effectiveness, Co-Chair for Standard I | Administration                       | X        |
| Dr. Romero Jalomo, Vice President of Student Affairs, Co-Chair for Standard II                        | Administration                       | X        |
| Michael Gutierrez, Superintendent/President, Co-Chair for Standard III                                | Administration                       | X        |
| Graciano Mendoza  | Administration                       | X        |
| Alicia Gregory, Accounting Manager  | Manager, Supervisor, or Confidential | X        |
| VACANT  | C.S.E.A.                             |          |
| Elizabeth Wiest, Library Technician, Member   | C.S.E.A.                             |          |
| VACANT  | L-39                                 |          |
| Chris Moss, Instructor, QFE #1  | Full-Time Faculty                    |          |
| Mercedes Del Real, Counselor, QFE #2  | Full-Time Faculty                    | X        |
| Dr. Emily Rustard, Instructor, QFE #3   | Full-Time Faculty                    |          |
| Cynthia Ainsworth, Librarian, Rec #1-Library  | Full-Time Faculty                    | X        |
| Deborah Stephens, Librarian, Rec #2 Technology  | Full-Time Faculty                    | X        |
| VACANT  | Part-Time Faculty                    |          |
| Jennifer Santiago   | Associated Students                  | X        |
| Bryan Cabello   | Associated Students                  | X        |

1. Dr. Wilkinson called a meeting to order.
2. Dr. Wilkinson introduced new members of the Accreditation Council. Jennifer Santiago and Bryan Cabello. Then both introduced themselves as Business Administration students and members of the ASHC. Dr. Wilkinson then introduced Jason Hough, Alicia Gregory and Graciano Mendoza also as new members of the Accreditation Council who then proceeded to introduce themselves.
3. Meeting was turned over to David Beymer for approval of agenda.
4. David Beymer called for the approval of the agenda and Alicia Gregory seconded it. Majority Approved.
5. David Beymer also called for the approval of the minutes from last month. Dr. Jalomo moved to approve the meeting of May 16,2022. Cynthia Ainsworth seconded and majority approved.
6. Dr. Wilkinson put the Hartnell College Midterm Report Draft on the screen and opened up the meeting to any suggestions regarding the document. She also explained that this is draft number 3 of the document.
7. Debra Stephens asked if the meeting was going to be about major changes in the draft or only details. Dr. Wilkinson preferred for people to use edits. Then, due to problems with the system, Dr. Wilkinson asked David Beymer to give an ACCIC update before continuing with the Midterm Report Draft #3 corrections.
  - a. David Beymer proceeded with the update of the new accreditation standards. He asked to follow the link, check out the first public draft, and asked to please go to the site and leave comments. He roughly explained the new structures for the document and also explained a little bit about the process that took for the document to get where it was. After that, David Beymer started taking questions and comments; the first comment was from Cynthia Ainsworth; she said that she has not read the document in detail but seemed that librarians and counselors “are kind of been given the axe” David Beymer mentioned that he likes members’ feedback and that this was the first draft; to what Dr. Wilkinson added that these standards had been through over a year of compiling and editing; that the document is about to go the Commission for the first reading and even though we can still provide a little input, there has been over one hundred people previously working on this. The following question was from Dr. Hough. He asked if the midterm document that we are working now follows the new standards. The answer was no, but that the new standards will take effect until 2024 and very likely the new standards will be used for the next visit. Lastly about this topic, Dr. Wilkinson and David Beymer let the council know about the coming Town Hall meetings and where to find the information about them as well as the timelines.
8. The meeting went back to the Draft 2023 Midterm item in the agenda.
  - a. Dr. Wilkinson talked about the table of contents, then page number one and asked for comments on the first page. She went ahead and introduced the “Library Service” recommendation and asked Cynthia Ainsworth for input. Cynthia, found some grammatical errors and Deborah Stephen recommended suggesting corrections in the same document that everyone was viewing with access instead of creating different documents. Dr. Hough had a comment regarding the importance to mention about the

- items that were created for COVID response and that are still ongoing. Cynthia then commented that all that information is in the paper as well as the newer information such as the “in person” hours but will make it more clear and accessible to use.
- b. Dr. Wilkinson switched to talk about the Technology Master Plan and asked Deborah Stephen to talk about it. Deborah S. said that the plan was mainly developed by Dr. Pham, still not approved and that most of it was written in future tense; any changes needed were going to be done before the deadline to turn in the document.
9. At 3:36pm Superintendent/President Michael Gutierrez joined the meeting and Dr. Wilkinson introduced him to the meeting and members. President Gutierrez then proceeded to welcome the new members.
  10. After that Dr. Wilkinson went back to the Midterm 3 draft and called David Beymer to talk about Student Outcome.
    - a. David Beymer gave credit to Cheryl O'Donnell for being the person that contributed the most in this part. He mentioned that this part was summarized and talks about the student outcome, processes and how to improve the processes.
    - b. Dr. Hough asked for an acronym to be changed in this part of the document from O&A to PPOA and explained that this change is because two committees are merging and wanted to make this a seamless transition.
    - c. Another major change that Dr. Hough suggested the wording regarding Course-level assessment to clarify that the courses are assessed within a 3-year frame and not all courses every year for three years. Dr. Wilkinson said that this will be clarified for every program.
  11. Dr. Wilkinson then moved the meeting to Institutional Standards and David Beymer explained that this part is a set of data required to report on annually.
    - a. Dr. Wilkinson, David Beymer and Bryan Loftman discuss the current reports and the possibility of including new ones in the absence of more current reports.
    - b. A change in the wording of a paragraph was brought to the council attention by Dr. Hough which brought big focus in attention to detail for such important mistakes when phrasing sentences and pay attention to DEIAA (Diversity, Equity, Inclusion, Accessibility and Anti-racism)
    - c. Dr. Hough also suggested to our Superintendent/President more than one person reviewing the final document and don't let it be only one person. To that Dr. Wilkinson also mentioned that his guidance on how to proceed is expected in the near future.
    - d. President Michael Gutierrez recommended for the document to be reviewed by each of the areas to prevent data misinterpretation.
    - e. Dr. Hough made a point to have someone review the document for coherence starting as soon as possible since there is time for the report to be corrected.
  12. During the last time of this part of the Midterm Draft 3, it was discussed the possibility of getting a team with “fresh eyes” to polish the document. Bryan Lofman said he was going to look at the data for accuracy and asked about the deadline for the document. David Beymer answered no later than November first. Dr. Wilkinson suggested October 7<sup>th</sup> to be the last date to do the last edits. An agreement was reached to meet on October 17<sup>th</sup> to approve the final draft..
  13. Dr. Wilkinson moved the meeting to “Development & Implementation of Continuous Improvement Process for Student Transfer to Four-Year Institutions” and called the writers of

this part, Mercedes del Real and Belen. Mercedes Del Real spoke about getting more data to support the evidence in few of the information items provided in this part of the draft and the importance of highlighting the success of being recognized as one of the community colleges with the highest placement of Latinx students into four year colleges.

14. The next part of the Midterm Draft Review was Development & Implementation of Continuous Improvement Process for Career Placement in which David Beymer spoke about the contents of this part of the document. Since this is a new program he said that this part is basically talking about what the program is, what is getting done and what is expected from it in the future.
15. Alicia Gregory suggested adding two successful programs to the report, nursing and the TPP programs. David Beymer volunteered to add paragraphs for those programs in this part of the draft.
16. **ACTION ITEM**-Moved to the last item of the meeting. Future meeting days. Move from 01/16/2023 to 01/30/2023 and 02/20/2023 to 02/27/2023 and add another meeting on 10/31/2022. Dr. Hough motioned to all the meetings above in this paragraph and Cynthia Ainsworth second the motion; majority approved.
17. Dr. Wilkinson motioned to adjourn, Jason Hough and Cynthia Ainsworth second. Majority approved.