

ACCREDITATION TASK FORCE

Friday, September 15, 2006

2:00 p.m., North Lounge

NOTES

Present: S.Kinsella, A.Akinsete, E.Cervantes, K.Wagman, C.Scattini, J.Keeler, L.Jennings, L.Lockhart, M.Soaes, J.Chargin, R.Perez, J.Sandow, L.Franklin

Ken Wagman began the meeting at 2:05 p.m. by thanking everyone involved in the development of the self study. He stated that the last two meetings of the task force constitute the last review of the documents before they go for information to the Board of Trustees in October. Updates of the standards will be sent electronically. The following is the input given for each standard:

IIB: Student Learning Programs and Services

Page #	Standard Language	Input
1	The Student Profile of Opening Enrollment for Fall 2001 – Fall 2005, shows than on the average...	Include fall 2006 statistics
1	Once applications are processed, students can register in person or by telephone.	Add online
1	A full complement of services are available...	Add assessment, tutoring
9	Students expressed frustration with accessing online student support services...	rewrite
16	However, according to the student survey, the college needs to do a better job of including students in planning, budgeting and evaluation as only 42 percent...	Rewrite to tie in with the second paragraph, use reference for the 42 percent
17	Individual counseling appointments are available five days a week between 8:00 am and 4:00 pm and...	Check if hours have changed, talk about ASSIST.org

IIC: Student Learning Programs and Services

Page #	Standard Language	Input
general		Discuss connection with learning outcomes, what are interactions with faculty; how are faculty requests for materials handled
general		Use "English language learners" instead of ESL
3	Maintenance and the physical plant, the installation of much needed air-conditioning, replacement of worn...	Paragraph may be moved to "Facilities"
4	The media center, adequately staffed in the past, now includes the following additional duties: ...	Rachel to rewrite
4	Due to its limited hours of operation (7:30 a.m. to 4:30 p.m.) the Media center is unavailable to college evening programs. However, equipment can be requested...	Should this be a "plan" and/or will it be addressed with Measure E funds?
8	A full-time librarian has been sired and will begin fall 2006.	Has been accomplished, rewrite or delete

18	Computer Labs Description:	Address security issues
18	Measure E funds will provide air conditioning throughout the campus, identify and provide adequate staffing...	Present as a plan

IIIA: Human Resources

Page #	Standard Language	Input
20	There are numerous programs available at Gavilan college which enable and encourage members of the support staff, faculty, and administration to engage in activities to remain current in their respective fields of expertise.	Move part-time faculty professional growth benefits and evaluation from other standards to this standard, review with team

IIIB: Physical Resources

Page #	Standard Language	Input
general		Facility and room usage may get moved to this standard. Update facility usage under the 16-week schedule.
5	One example of underutilization occurs on Monday through Thursday between the hours of 8:00 a.m. and 11:00 a.m. when the campus buildings...	Rewrite example
5	Beginning in fall 2006, the district will begin a 16-week compressed calendar that will expand the ...	Rewrite, 16-week schedule has begun
6	<ul style="list-style-type: none"> The custodial formula follows:... PLAN: Address additional staffing needs in the maintenance department. 	Review if use of custodial staffing formula and plan are appropriate

IIIC: Technology Resources

Page #	Standard Language	Input
general		Review to discuss implementation of ERP

IIID: Financial Resources

Page #	Standard Language	Input
3	The district has no long-term debt except for retiree health benefits, for which the district has established a Fund 92 reserve of \$3 million. Calculations of the...	The Board has established the funding plan. Discuss irrevocable trust, review GASB
16	The target goal is 10% of the Unrestricted General Fund revenues up to \$1.5 million.	Rewrite, we already exceed.

The meeting was adjourned at 3:15 p.m.

The next Task Force meeting is scheduled on Friday, September 22, 2006, 2:00 p.m., in the north lounge.

Submitted by Angie Oropeza