

Organization of the Self Study



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Organization for the self study began in the fall of 2007. A faculty co-chair was assigned to work with the accreditation liaison officer to structure the overall process. This team became the self study co-chairs, and they proposed a structure of 11 sub-committees, each co-chaired by a manager and a faculty member, which was approved by president's cabinet and by the college Steering Committee. Faculty co-chairs were assigned by the Academic Senate president, and manager co-chairs were assigned by the cabinet. Committee memberships were assigned by the leadership of each constituent group, including faculty, managers, supervisors/confidential, classified, and students. Additionally, the co-chairs and the Academic Senate assigned a "theme team" to gather information and write essays on the six themes. A board member served on one of the committees and attended most co-chair meetings as an observer.

The co-chair committee, made up of the co-chairs of the 11 sub-committees and chaired by the self study co-chairs, began meeting in March 2008. The co-chairs provided initial training, including the purpose of accreditation, and a personal notebook including the accreditation standards, committee memberships, the self study manual, timelines for completion, rubrics, and the guide. Co-chair meetings continued throughout spring 2008 to assess progress and provide support and clarification. The training included a demonstration of an online forum to facilitate sub-committee members in contributing information for their standard. The self study co-chairs also made periodic formal reports to the board of trustees and to the Steering Committee on progress in the self study. The co-chairs of the Standard IV. B. subcommittee met with the board in a work session to review the draft of the chapter dealing with the board and superintendent/president.

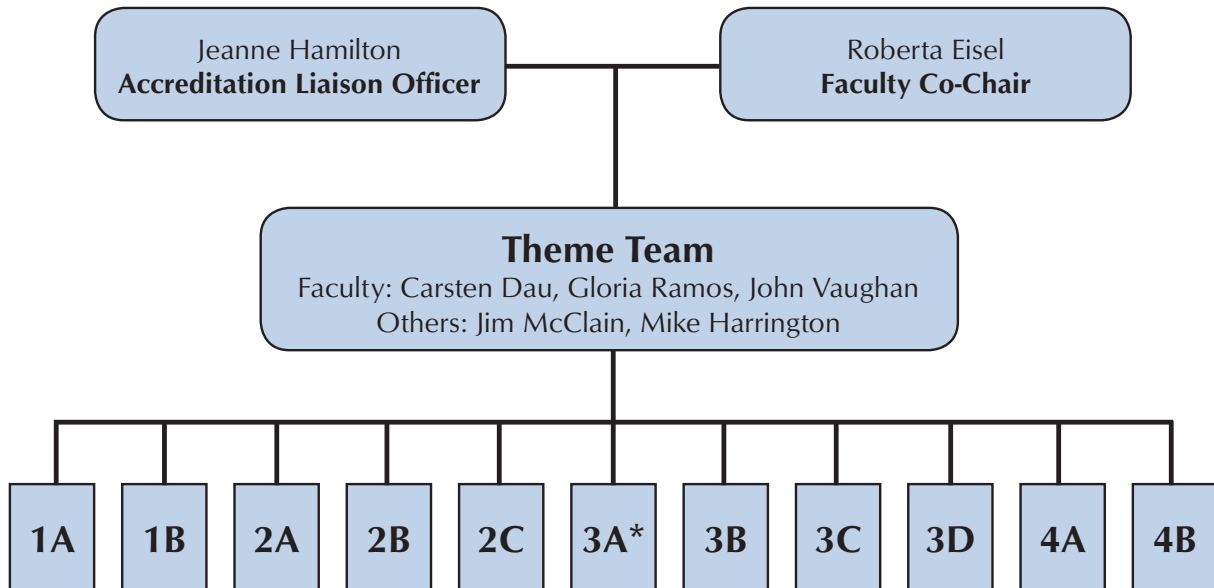
During Fall Semester 2008, sub-committees completed drafts of their chapters, and submitted them to the self study co-chairs to review. During winter and spring 2009, the co-chairs read the drafts and met with sub-committee co-chairs to provide feedback on the initial drafts. Then, teams of co-chairs exchanged their drafts with another team for editing suggestions. When drafts of each chapter had been through two levels of review, their co-chairs made final revisions and submitted them for posting on the college intranet. The co-chair committee also addressed recommendations from the prior visiting team and self-identified action plans from the previous self study.

The accreditation assistant prepared a newsletter for campus distribution, both electronically and in print, announcing the availability of chapter drafts for campus wide review. Regular announcements in the campus *Weekly Bulletin* also invited staff to review the drafts online. Throughout the spring, co-chairs also gathered evidence documents, both print and electronic, to include in their chapters.

The co-chair committee decided to identify campus wide planning agendas, so that the college would be able to understand priorities and focus efforts on major objectives, rather than a long list of minor tasks. The co-chair committee discussed each planning agenda included in the chapter drafts to determine whether it should be included in the report as a planning agenda and then referenced it back to the appropriate chapters. The co-chairs believe that this process will assist the campus in strategic planning related to accreditation standards.

Formal status reports were presented to the board of trustees at three meetings during the academic year. The self study was presented to the Steering Committee, the formal campus shared governance committee, for approval in May and June, and to the board of trustees for adoption in June and July.

Accreditation Committee Structure



- 1A Mission** N. Shaw/P. Green
- 1B Institutional Effectiveness** D. Ryba/L. Hao
- 2A Instruction** G. White/I. Malmgren
- 2B Student Support Services** J. McLeod/L. Over
- 2C Library and Learning Support Services** B. Rugeley/J. Thompson
- 3A* Human Resources** R. Sammis/M. Ramos
- 3B Physical Resources** J. Fincher/C. Horton
- 3C Technical Resources** D. Kary/L. Welz
- 3D Financial Resources** D. Korn/C. Horton
- 4A Decision Making Roles** D. Hester/G. Hinrichsen
- 4B Board and Administrative Organization** T. Miles/J. Hamilton

* No faculty co-chair

Accreditation Committee Membership

Accreditation Liaison Officer: Jeanne Hamilton (M)

Faculty Co-Chair: Roberta Eisel (F)

Theme Team: Carsten Dau (F), Michael Harrington (M), James McClain (M), Gloria Ramos (F), John Vaughan (F)

Administrative Support: Pam McGuern, Administrative Assistant (C); Jolie Elman, Web Page Specialist (C); Sherill Paulus, Accreditation Assistant (C); Rocky Reynolds, Reprographics Supervisor (S/C); Angie Delgado, Publications Specialist (C); Stacey Donaldson, Publications Specialist (C).

Key: (B) Board Member; (C) Classified; (F) Faculty; (M) Manager; (S) Student; (S/C) Supervisor/Confidential

Standard 1A

Mission

Co-chairs

Paula Green (M)
Nicki Shaw (F)

Committee Members

Maureen Estrada (M)
Arnold Kondo (F)
Marcy Morris (S/C)
Dale Salwak (F)
Jody Wise (M)
Senya Lubisich (F)
Steve Siegel (C)
Daniela Rodriguez (S)

Standard 1B

Institutional Effectiveness

Co-chairs

Lan Hao (M)
Dave Ryba (F)

Committee Members

Mickie Allen (M)
Isabel Bellman (C)
Marti DeYoung (S/C)
Denise Kaisler (F)
Christian Ramirez (S)
Paul Swatzel (F)

Standard 2A

Instruction

Co-chairs

Irene Malmgren (M)
Gailynn White (F)

Committee Members

Jerry Capwell (C)
Cynthia Cross (F)
Wanda Cunnyngnam (M)
Cathy Day (C)
Lari Kirby (S/C)
Scott Mondrala (F)
Carolyn Perry (F)
Stefano Saltalamacchia (S)
Sylvia Smyth (M)
Lisa Villa (F)
Brian Waddington (F)
Sheryl Walz (F)

Standard 2B

Student Support Services

Co-chairs

Jennifer McLeod (F)
Lucinda Over (M)

Committee Members

Karlyn Bradley (S)
Rosalinda Buchwald (M)
Megan Hans (S)
Joanne Hinojosa (S/C)
Matthew Janicke (S)
Quinn Klingerman (S)
Martha McDonald (M)
Michelle Plug (F)
Edith Recinos (S)
Jamie Richmond (C)
Mary Wharton (C)

Standard 2C
Library and Learning Support Services

Co-chairs
Barbara Rugeley (F)
John Thompson (M)

Committee Members
Gene Bohatch (M)
James Deming (S)
Katherine Halcrow (F)
Glenna Johnson (S/C)
Judith Kemp (C)
Marcy Morris (S/C)
Karen Praeger (C)
Eric Rabbitoy (M)
Adrienne Thompson (S/C)

Standard 3A
Human Resources

Co-chairs
Robert Sammis (M)
Mike Ramos (C)

Committee Members
Sandra Coon (S/C)
Brenda Fink (M)
Dennis Korn (F)
John Thompson (M)
Anneliese Trujillo (S)
Ralph Tippins (F)

Standard 3B
Physical Resources

Co-chairs
John Fincher (F)
Carol Horton (M)

Committee Members
Daniel Aragon (S)
Shauna Bigby (F)
Bob Bradshaw (M)
Leigh Buchwald (S/C)
Randy Cable (S/C)
David Casey (F)
Jeremy Clark (F)
Jeff Eichler (S/C)
John Fincher (F)
Tony Giannone (S/C)
Mike Harrington (M)
Lan Hao (M)
Robert Iverson (M)
Sam Lee (M)
Eric Magallon (S/C)
Irene Malmgren (M)
Martha McDonald (M)
Jennifer McLeod (F)
Peggy Olson (C)
Jim Pierce (S/C)
Jamie Richmond (C)
Linda Welz (M)

Standard 3C
Technical Resources

Co-chairs
Dave Kary, (F)
Linda Welz (M)

Committee Members
Tim Durfield (F)
Diana Chavez (C)
Jolie Elman (C)
Katherine Halcrow (F)
Glenna Johnson (S/C)
Stephen Lindsey (M)
Joyce Miyabe (C)
Lois Papner (M)
Karine Ponce (S)
Dan Volonte (F)
Fe Lopez (C)

Standard 3D
Financial Resources

Co-chairs
Dennis Korn (F)
Carol Horton (M)

Committee Members
Kathy Bakhit (F)
Carol Cone (S/C)
Rich Ghidella (F)
Joshua Gaglia (S)
Cheryl Greer (C)
Toby Guebert (F)
Lan Hao (M)
Mike Hurtado (M)
Eric Magallon (S/C)
Roseann Manfre-Campillo (C)
Irene Malmgren (M)
Lilia Medina (M)
Peggy Olson (C)
Rocky Reynolds (S/C)
Linda Welz (M)

Standard 4A
Decision Making Roles

Co-chairs
Dana Hester (F)
Greg Hinrichsen (M)

Committee Members
Andrew Cress (S)
Savannah Star Dominguez (S)
Marilyn Eng (F)
Mike Hillman (F)
Bruce Langford (F)
Cathy Napoli (C)
Judy Rojas (S/C)
Jim Shannon (F)
Bob Slack (M)
Ara Zaroyan (S)

Standard 4B
Board & Administrative Organization

Co-chairs
Terry Miles (F)
Jeanne Hamilton (M)

Committee Members
Gus Brooks (M)
Angel Cruz (S)
Marilyn Grinsdale (S/C)
June Han (F)
Jim Lancaster (M)
Joanne Montgomery (B)
Debbie Vanschoelandt (S/C)
Mary Wharton (C)

