Join Zoom Meeting

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Meeting ID: 874 7494 5476

Passcode: 592797

**Attendees:**

Danielle Fouquette

José Ramón Núñez

Carlos Ayon

Roger Perez

Lisa McPheron

Daniel Javier Berumen

Albert Abutin

Ken Starkman

Bridget Kominek

Kim Vandervort

Josh Ashenmiller

David Grossman

Douglas Eisner

Carolina Santillán

**Housekeeping:**

1. Call to order
	1. Meeting called to order 10:01 AM
2. Agenda
	1. Meeting agenda approved
3. Review of notes from previous meeting(s)
	1. May 20, 2022
		1. Minor changes
			1. Under the “Service Area Outcome Project,” 3.a.- add the words “outcome data;” we are referencing student services outcome data
				1. Under 3.b.ii., add “at the student level” at the end
	2. Minutes approved; Bridget Kominek moved to approve as amended; Kim Vandervort 2nd ; all approved
4. Public Comments
	1. None
5. Announcements
	1. Danielle met on Wed., 8/24, with Dr. Perez to give him an update on the process and timeline and let him know we are on track.
	2. ALO- José Ramón, Brian Ventura from Cypress, people from District, Jill Bauer, and Danielle are going to meet on Sept. 8 at District to review timeline and discuss the function map

**Old Business:**

1. Functional Map (Update)
	1. Danielle shared the template for collecting information from FC function areas
	2. The function map is important because it is now considered, or being referred to as, evidence; it’s not just part of the ISER
2. Service Area Outcome project (Update)
	1. The Program Review and Planning Committee is still looking at the noninstructional program review template and they may add things about equity, but they don’t think they’ll change the SAO, SLO designation yet—they’ll probably wait until the new standards come out to see whether they need them
	2. Doug Eisner and Daniel Berumen will join the Sept. 7th Student Services meeting to also discuss this more
		1. As part of an inventory, we are trying to come up with a list of the Student Services area outcomes, this could be a meeting where we can collect them
	3. Noninstructional Program Review due in November
3. Evidence Collection
	1. Planning for Evidence Extravaganza (Fall 2022)
		1. Looking at dates in October, more than likely on a Thursday or Friday
		2. On campus, in a computer lab, so everyone can work on a computer and have access to all the documents
		3. Danielle will have more information in the next meeting

**New Business:**

1. Summary of ASC Writing Team meeting and summer work
	1. Writing co-chairs that attended need to bring their co-chairs up to date with what was discussed
	2. The writing team shared drafts in order to get feedback on where people are at and how they are putting things together, and update everyone on the process of drafting
	3. Also started working on a style guide that will guide the remaining work on the drafts—it helps to establish a common way of handling common situations that happen in the writing of the ISER
		1. Information in TEAMS under “Writing Team Resources”- 2024 Style Guide
		2. There’s also a list of acronyms for the previous ISER that they would like to change and/or update—we want to use acronyms that are consistent
			1. Please review and feel free to add or highlight so everyone can see and review
	4. They also discussed embedded citations within the writing with a list at the end as reference
		1. The style guide has explanations and references to this
	5. Danielle met with José Ramón, Lisa, and Khaoi Mady to discuss how all the evidence will be shared on the ASC website
		1. We need to be able to upload stable documents to the Accreditation cloud server, but it can’t be web based; it has to be free standing documents that Committee can access
		2. We need to have the repository ready before storing evidence
2. Process for selecting Quality Focus Essay topics
	1. It is a detailed action plan with justification on two major projects that the college is undertaking
	2. The idea is that as you go through the self-evaluation process, you identify number of plans for improving. You have to take one or two of those projects and you focus on explaining how you are going to improve following a multi-step process.
		1. In the last report, they focused on Distance Education and Institution Set Standards
			1. Set a goal first with benchmarks and then describe a process of how we are going to meet that goal
		2. Danielle will be working on this project in collaboration with the co-chairs whose project’s they’ll be focusing on
		3. We can again identify three or four projects to work on and take them to Faculty Senate to narrow it down to two. From there we can take them to PAC, Associated Students, and Classified Senate for approval
			1. Everyone agreed to follow the same process again
		4. Danielle will have more information about this in our next meeting as well as share the executive summary snapshot of what the two projects looked like
3. September 22nd Orientation Meeting
	1. Our mentor for accreditation, the VP of the Commission, Dr. Gohar Momjian, requested to provide an orientation to FC and Cypress
		1. She highly suggested to do the orientation in person
		2. Meeting will be held on September 22 at 1:30pm in room 229 (for those members of the FC who want to join through Zoom)
			1. Meeting is inclusive and transparent
			2. All full-time faculty, adjuncts, students, classified, and managers will be invited to the Zoom meeting
			3. People invited to in person meeting: ASC members, President and his staff, VPs, Daniel, Lisa, Zoot, Senate Exec, leadership of Classified Senate, leadership of Associated Students, and the Deans (in person invitations take priority)
		3. For the writing team, send specific questions that you may have to José Ramón or Danielle, and they will forward them to her so she can address them during the orientation
			1. They can have a meeting afterwards if you do not want to address the questions in public

**Dismissed to Standard Co-chair Workgroup Planning session at 11:27 AM**

**Dates to remember:**

Dec. 15, 2023: Final draft of ISER due to ACCJC

Oct. 2024: Site visit

Fullerton College’s Accreditation Philosophy and Goals

The reaffirmation of accreditation process provides an opportunity for Fullerton College to evaluate the effectiveness of its programs, practices, and policies. The college is committed to a self-evaluation that draws on campus-wide engagement at all stages. It will employ a process that facilitates accurate and thorough identification and documentation of best practices at Fullerton College that meet or exceed accreditation standards, as well as noting opportunities to improve. The resulting ACCJC Institutional Self-Evaluation Report will accurately document the nature and substance of Fullerton College and will reflect a broad consensus of faculty and staff.