

Sonoma State University
Accreditation Steering Committee

Tuesday, September 6, 2016, 3:00-4:30pm, Academic Affairs Conference Room (STEV1040)

Agenda

1. Introductions and Update (Rich Whitkus)

Minutes DRAFT

PRESENT: Ben Ford, Karen Moranski, Emiliano Ayala, Cathy Kroll, Janejira Sutanonpaiboon, Jason Wenrick, Melinda Milligan, Michael Young, Sean Place, Richard Whitkus, Sean Johnson, Thaine Stearns

Co-chair Ben Ford called the meeting to order at 3:00pm

- 1. Introductions** were done for the benefit of the new members. The current committee is:
 - Co-Chair Jeri Echeverria, Provost (interim), for Academic Affairs,
 - Co-Chair Ben Ford, Academic Senate Chair
 - Karen Moranski, AVP Academic Programs and Accreditation Liaison Officer
 - Thaine Stearns, Dean Representative
 - Sean Johnson, Senior Director, Institutional Research
 - Laurel Holmstrom-Keyes, Staff Representative
 - Stan Nosek, VP Administration and Finance (interim)
 - Emiliano Ayala, School of Education
 - Melinda Milligan, School of Social Sciences
 - Sean Place, School of Science & Technology
 - Cathy Kroll, School of Arts & Humanities
 - Karen Thompson/Jane Sutanonpaiboon, School of Business & Economics
 - Michael Young, VP Student Affairs (interim)
 - Neil Markley, Campus Life
 - Jason Wenrick, AVP Chief Information Officer
- 2. Agenda was approved**
- 3. Minutes** from prior meeting on 4/25/16 were reviewed and no objections stated.
- 4. Update on Status of Accreditation Activities** - Rich Whitkus, the former campus Accreditation Liaison Officer (ALO), brought the committee up to date on the status of the accreditation process, and activities completed through summer 2016. He presented on the following topics (the full content of the presentation materials are an addendum to the minutes).
 - A. Accreditation Timeline – posted on website
<http://www.sonoma.edu/aa/ap/accred/Communications.html>
 - B. WASC descriptions of Offsite Review and Visit
 - C. Accreditation Review Team members
 - D. Preparation of the Institutional Report
 1. Review of history, including documents received from and submitted to WASC since last re-accreditation ([see archive web site](#))

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2. Supporting data for completing required worksheets and providing evidence that is included with the Institutional Report (due February 22, 2017)
 - a. [Complete Review Under the Standards and Compliance with Federal Regulations](#) – Requests for input on the Criteria For Review were sent to campus groups/offices from the Steering Committee in spring 2016 – report of responses received is on the [website](#)
 - b. Inventory of Educational Effectiveness Indicators (IEEI) worksheets – compilation of responses received is on the [website](#)
 - c. Links to supporting documents must be provided
 3. Components of the Institutional Report – template with prompts on the [accreditation website](#).
- E. Reporting on the required Five Core Competencies
- F. Core Competency Assessment Summer 2016 - assessment of senior projects for the three core competency areas including Writing Literacy, Critical Thinking, and Information Literacy.
1. The group discussed the assessment process and the results at length, including topics such as: rubric development and future use, interpretation of the results, selection bias, generalized definitions in the matrix, project selection process, course selection, reporting the results in the Institutional Self-Study.
- G. Writing the chapter on Meaning, Integrity and Quality of the Degree (MQID) – another request for data from academic departments, led by EPC, using a prompt borrowed from Cal Poly Pomona
- H. Teams for fall 2016 – course release or stipend for members of the Writing Team
5. Questions and Discussion:
- A. **Core Competency Assessments** - The group discussed the core competency assessment completed and the timeline for the other two required core competencies (Quantitative Reasoning and Oral Communication), including how they might be assessed in time to include data with the institutional report. Using prior project or examination results from the last academic year is a valid approach that will be considered. WASC doesn't tell us how we have to do the assessment, only that we need to explain our process. Discussion continued about the possibilities for assessing Quantitative Reasoning. Ben noted that there is a definition from WASC that we need to pay attention to.
- Student Success Fora** - The Student Success forum that was discussed by the Steering Committee in spring 2015 was tentatively scheduled for October 11 and October 12 in SHZL3001, however, the October 12 date was cancelled by the Library. Laurel Holmstrom-Keyes was involved with the Defining Student Success conversation at the faculty retreat in January, and expressed interest in organizing this activity around building onto the foundation laid down at the retreat, however, she was not present to give an update. The group discussed what is needed to get students to participate (gift cards). UPDATE: The fora will be moved to allow more time for planning and promotion.
6. **NEXT MEETING:** October 4, 2016, 3-4:30pm, Academic Affairs Conference Room (STEV 1040)
Meeting adjourned at 4:15, minutes prepared by Jill Hunter
Attachment: Whitkus_Report_Sep-6-2016.pps