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**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD STUDY SESSION
FEBRUARY 2, 2010
MINUTES**

A work session of the Maricopa County Community College District Governing Board were scheduled to be held at 5:00 p.m. at the Phoenix College Willo Conference Room in Phoenix, Arizona, pursuant to A.R.S. §38-431.02, notice having been duly given.

PRESENT

GOVERNING BOARD

Randolph Lumm President
Debra Pearson, Member
Don Campbell, Member

Absent:

Jerry Walker, Secretary
Colleen Clark, Member

ADMINISTRATION

Rufus Glasper
Maria Harper-Marinick
Debra Thompson
Darrel Huish
Steve Helfgot
Anna Solley
Lee Combs
Paul Dale
Shouan Pan
Ernie Lara
Gene Giovannini
Chris Bustamante for Linda Thor
Linda Lujan
Velvie Green
Absent: Jan Gehler, Phil Randolph, Ken Atwater

Attendance: Approximately 50 people

CALL TO ORDER

The session was called to order at 5:40 p.m. by Chancellor Dr. Rufus Glasper who expressed appreciation to GateWay Community College President, Dr. Gene Giovannini, for hosting this visit explaining how the college was preparing for the upcoming visit by the Higher Learning Commission. This timely visit allows for Administration to explain the accreditation process to Governing Board Members and specifically the role that they will play in this process.

Governing Board President Randolph Lumm explained that last year at the SMC Accreditation Dinner he felt unprepared due to his newness on the board for the questions asked of board members. In anticipation of the next visit to GWC, he asked that this session be provided to acquaint board members with the college, the community, the partnerships and schools nearby. He stated

that he looked forward to learning more about GateWay Community College and the upcoming visit by the HLC. The following items were discussed:

Overview of Accreditation – Dr. Harper-Marinick and Dr. Giovannini

- ▶ What is Accreditation?
- ▶ Why do colleges and universities get accredited?
- ▶ The Higher Learning Commission as Regional Accrediting Organization
- ▶ Role of the Governing Board and Chancellor
- ▶ Role of the College President
- ▶ Review of HLC Criteria
- ▶ Accreditation Status Outcomes – focus visits/reports, site visits, etc.

GWCC Accreditation – Ms. Geri Rasmussen, Dr. Jolyne Ghanatabadi, Dr. Sue Kater

- ▶ Process
- ▶ Framework
- ▶ Structure
- ▶ Visiting Team Members
- ▶ Site Visit
- ▶ Findings, Summary of Strengths and Challenges
- ▶ Plans for Improvement

Governing Board Dinner and Questions – Dr. Anna Solley

- ▶ What role does the Board play in governing the College?
- ▶ What does the Board see as the Strengths and Challenges of the College?
- ▶ How does the board ensure that the College is meeting community needs?
- ▶ How does the College meet community needs?
- ▶ How does the Board ensure that the College will continue to meet community needs?
- ▶ What challenges the Board/College in continuing to meet community needs?
- ▶ What will the board do to ensure the College has resources to operate into the future?

OVERVIEW OF ACCREDITATION – DR. HARPER-MARINICK AND DR. GIOVANNINI

Vice Chancellor Dr. Maria Harper-Marinick and President Dr. Gene Giovannini provided a brief overview of the evening's agenda, indicating that various members of the Self-Study Steering Committee would go through the report that had been prepared for the upcoming visit scheduled for February 21-24, 2010.

Overview of Accreditation:

- Accreditation is a voluntary, non-governmental peer review and a process of external quality review to scrutinize colleges and universities for quality assurance and improvement. It is more than 100 years old in the United States
- Scrutiny is focused on such things as:
 - governance
 - faculty
 - curriculum
 - administration
 - libraries
 - financial well-being
 - student services
- Federal government does not accredit institutions; however agencies of the federal government review accrediting agencies to ensure effective accrediting practices.
- Functions of Accreditation include:
 - Verifying that an institution or program meets established standards
 - Assisting prospective students in identifying acceptable institutions
 - Assisting an institution in determining the acceptability of transfer credits
 - Identifying institutions and programs for the investment of public and private funds
 - Protecting an institution against harmful internal and external pressures
 - Creating goals for self improvement of weaker programs and raising standards among educational institutions
 - Involving faculty and staff comprehensively in institutional evaluation and planning
 - Establishing criteria for professional certification and licensure
 - Providing one of several considerations for determining eligibility for federal assistance
- Benefits of Accreditation include:
 - Academic quality
 - Financial aid opportunities
 - Veterans
 - Federal Funds for programs, services, and capital construction
 - Transferability of academic credit
 - Student enrollment
 - Graduates/Workforce

- Specialized accreditation, for example health and nursing
- Business & Community needs (Consider what the community would look like without community college training)

- Loss of Accreditation Creates:
 - Perception of lack of academic quality
 - No federal financial aid
 - No GI Bill eligibility
 - No federal grants or other funds
 - No transfer of credits
 - Less desirable placement for graduates
 - Significant impact on workforce

- HLC as Regional Accrediting Organization
 - There are 6 regional accrediting agencies across the U.S.
 - Arizona is part of the Higher Learning Commission (HLC) of the North Central Association – includes 19 states, West Virginia to Arizona
 - Other regions include Middle States, New England, Northwest, Southern, Western

- Roles of Governing Board, Chancellor, President
 - Governing Board:
 - Attend tonight's orientation to build awareness and create understanding of how accreditation affects an institution
 - Review self-study process, including college's report, visiting team's report and consider implications for strategic goals, mission, resources
 - Develop, with the Chancellor, a plan for Board involvement in accreditation review
 - Establish expectations for Board Chair to work with Chancellor and College President on the process
 - Assure faculty participation
 - Become aware of standards that apply to Board governance and actions needed to address standards

 - Chancellor:
 - Establishes expectations to work with the College President to work on the accreditation process
 - Ensures oversight of accreditation process for all colleges
 - Guides the Board in adopting a manner of governing policy that supports Maricopa governance

 - President:

- Manage oversight of the accreditation process, including creation of the self-study and facilitation of site visit
- Ensure the self-study is evidence based, evaluative, and an accurate document reflecting the institution

GATEWAY COMMUNITY COLLEGE ACCREDITATION – MS. GERI RASMUSSEN, DR. JOLYNE GHANATABADI, DR. SUE KATER

- Review of Criteria for Accreditation
 - Criterion One: Mission and Integrity
 - The organization operates with integrity to ensure the fulfillment of its mission through structures and processes that involve the board, administration, faculty, staff, and students
 - Patterns of Evidence include:
 - The mission, vision, values, and goals documents define the varied internal and external constituencies the organization intends to serve.
 - The mission documents include a strong commitment to high academic standards that sustain and advance excellence in higher learning.
 - The mission documents state goals for the learning to be achieved by its students.
 - The organization regularly evaluates and, when appropriate, revises the mission documents.
 - Criterion Two: Preparing for the Future
 - The organization's allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.
 - Patterns of Evidence include:
 - The organization's planning documents demonstrate that attention is being paid to emerging factors such as technology, demographic shifts, and globalization.
 - The organization's planning processes include effective environmental scanning.
 - The organizational environment is supportive of innovation and change.
 - The organization intentionally develops its human resources to meet future changes.
 - Planning processes link with budgeting processes.
 -

- Criterion Three: Student Learning and Effective Teaching
 - The organization provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its educational mission.
 - Patterns of Evidence include:
 - Assessment of student learning provides evidence at multiple levels: course, program, and institutional.
 - Results obtained through assessment of student learning are available to appropriate constituencies, including students themselves.
 - Faculty are involved in defining expected student learning outcomes and creating the strategies to determine whether those outcomes are achieved.
 - The organization evaluates teaching and recognizes effective teaching.
 - The organization demonstrates openness to innovative practices that enhance learning.
- Criterion Four: Acquisition, Discovery and Application of Knowledge
 - The organization promotes a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission.
 - Patterns of Evidence Include:
 - Planning and pattern of financial allocation demonstrate that it values and promotes a life of learning for its students, faculty, and staff.
 - The organization supports professional development opportunities and makes them available to all of its administrators, faculty, and staff.
 - The organization regularly reviews the relationship between its mission and values and the effectiveness of its general education.
 - The organization provides curricular and cocurricular opportunities that promote social responsibility.
- Criterion Five: Engagement and Service
 - As called for by its mission, the organization identifies its constituencies and serves them in ways both value.
 - Patterns of Evidence Include:
 - The organization's structures and processes enable effective connections with its communities.
 - The organization's educational programs connect students with external communities.

- Planning processes project ongoing engagement and service.
 - The organization participates in partnerships focused on shared educational, economic, and social goals.
 - The organization's facilities are available to and used by the community.
- Possible Accreditation Status Outcomes
- Full 10 years accreditation, no reports or visits
 - 10 years with addition of and/or focus report, monitoring report, progress report
 - Less than 10 years with any of the above
 - Probation
 - Suspension
- Theme: GateWay to the Future
- Goals of the Self-Study:
 - Achieve 10-year accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools, without the requirement of progress reports, monitoring reports, or focus visits.
 - Identify College strengths and challenges relative to the stated mission and purposes, while providing recommendations for ongoing improvement utilizing continuous feedback loops.
 - Provide learning opportunities for future leaders relative to organizational development to advance the College.
 - Work as One in a collegewide effort involving the internal and external communities in enhancing student success.
- GWCC Accreditation Process
- Two Year Process
 - Tri-Chairs Selected, Fall 2007
 - Self-Study Kick-off Meeting, January 2008
 - Steering Committee Meetings
 - Teams Selected
 - Write Self-Study
 - Visit
- Visiting Team Members:
- **Dr. Rebecca Ann Nickoli (Team Chair)**
Vice President for Workforce and Economic Development
Ivy Tech Community College, IN
 - Dr. Chad M. Hanson
Sociology Faculty

Casper College, WY

- Dr. Jerome R. Migler
Provost
Minnesota State Com. & Tech. College
 - Dr. Bruce Petrie
Vice President for Academics
New Mexico State University-Carlsbad
 - Dr. Karen E. Rafinski
President
Clark State Community College, OH
 - Dr. Susan D. Stenerson
Vice President for Strategic Development
Lake Superior College, Duluth, MN
 - Dr. Billie Ann Unger
Dean, School of Liberal Arts and Transitional Studies
Blue Ridge Community and Technical College, Martinsburg,
WV
- GWC Site Visit is scheduled for February 21-24. The following scheduled will be followed:
- Monday:
 - Opening Meeting with HLC Team, President, Leadership Team, and Steering Committee
 - Individual and group meetings with GWC employees and students
 - HLC Team meeting with Governing Board, Chancellor and President
 - Team meeting at hotel
 - Tuesday:
 - Community Member Breakfast with HLC Team and advisory councils
 - HLC Team members visit and meet with Apprenticeship sites, MSC, and Early College High School
 - Individual and group meetings with GWC employees and students
 - Review Residential and Adjunct Personnel Files
 - Team Meeting at hotel
 - Wednesday
 - Individual meeting with employees
 - Exit Interview—open to the College
 - HLC Team returns home

- GateWay Celebrates!!!
- Findings: Summary Strengths and Challenges
 - Gateway is:
 - Is student-focused
 - Offers quality programs which are in high demand and valued by the community
 - Has encouraged entrepreneurialism and partnerships
 - Exhibits excellence in teaching and learning
 - Has developed effective methods for assessment of student academic achievement
 - Values diversity
 - Challenges for GateWay include:
 - Needs to develop more effective methods of internal communication
 - Like many institutions of higher education, is experiencing decreased funding that challenges the mission of the college
 - Faces impediments due to adherence to MCCCDC policy, governance, structure, and funding models
 - Plans for Improvement include:
 - Improving Internal Communication
 - Empowerment training
 - Increased venues for shared governance
 - New consultative faculty group
 - Increased use of online communication tools (including Employee Portal)
 - College committees evaluated
 - Decreased funding
 - Prudent management has provided funding for capital purchases
 - Efforts to align budgeting with strategic planning
 - Success in external funding
 - Increased partnerships with other campuses and MCLI
 - New buildings, increased hybrid and online courses
 - MCCCDC Policy, Structural Impediments
 - Beginning hiring processes earlier
 - Increased partnerships to supplement salaries in some occupational areas
 - Working with District on FMLA issues

Governing Board Dinner and Questions – Dr. Anna Solley

- Dr. Solley role-played sample questions that could be asked of Board Members during the dinner to be held on February 22. These included:
 - What role does the Board play in governing the College?

- What does the Board see as the Strengths and Challenges of the College?
- How does the Board ensure that the College is meeting community needs?
- How does the College meet community needs?
- How does the Board ensure that the College will continue to meet community needs?
- How does the College meet community needs?
- How does the Board ensure that the College will continue to meet community needs?
- What challenges does the Board/College have in continuing to meet community needs?
- What will the Board do to ensure the College has resources to operate in the future?

Board Members Concerns:

- Mr. Lumm indicated that last time he was not prepared as well. How does the Board what is going on at the college. Felt each board member should prepare in specific areas and the “expert” in that area.
- Mrs. Pearson expressed concerns about responses needing to be different, however, there was no way to know how to anticipate which questions would be asked. Last time they asked Dr. Campbell to speak from his experience on the board, but now she feels the responsibility to respond and they should know a little bit more about the college.

Closing Comments:

Chancellor Glasper commented that he has served on Accreditation Teams during the past 17 years, oftentimes as many as two visits per years. However, in the last five years, he has only made two visits. Reviewers know that the self study is not to be compared to their own institutions, but institutions area they are located in. If they want to do comparisons, they need to ask and they will get. It is not about trying to prep board members so that they are in a position to respond in unison. The goal this year was to address areas you were involved in. On the Board’s calendar this year there will be a monitoring report session on November 2 which will provide data by college. Can give you that information in the form of a one page report. We do need to know which is of interest to each board member. The seven visiting team members will be at all areas of the college. Governing Board needs to show that they work collectively to support the role of the District and college. Board members need to be extremely honest. It is about them getting to know you and that you want accreditation to continue. Dr. Glasper congratulated GateWay for getting to where they are. Asked how we could share information with board members that were not here. He encouraged board members to attend exit interview on the 24th at 10:30 a.m. Accreditation is

very important. Opportunity to go into institution and see best practices and network with other community college people. When Governing Board Members go to ACCT there will be different workshops on the accreditation processes. This will be a great opportunity for everyone. Once finished this will be a milestone.

Mr. Lumm congratulated everyone on an awesome job. They got to the meat of the issues and showed how advanced we are in processes.

Adjournment of Study Session: The study session adjourned at 6:55 p.m.

Jerry D. Walker
Governing Board Secretary