

ORGANIZATION OF THE SELF-STUDY

In spring of 2007, Las Positas College established a steering committee to facilitate the accreditation process. A faculty member and administrator, along with the Accreditation Liaison Officer were selected to work collaboratively as co-chairs. These candidates were approved by their constituency groups. The steering committee worked together to find co-chairs, one classified and one faculty, to head each of the standards in the self-study, taking into account experience, constituency representation, gender, and ethnicity. Each standard was also assigned a resource support team, comprised of administrators selected on the basis of expertise, as well as committee and processes participation. Student representatives were assigned through the Associated Student Body Government.

ACCREDITATION TEAM

Standard	Faculty Co-Chair	Classified Co-Chair	Student Representative	Resource Support Staff
I Institutional Mission and Effectiveness	Tim Heisler	Diana Navarro–Kleinschmidt	Christian Blanco	Sylvia Rodriguez, Dean Enrollment Services Rich Butler, Director of Security
II Student Learning Programs and Services	Tom Orf	Scott Vigallon	Amanda Cervantez	Deans: Jeff Baker, Neal Ely, Marge Maloney
III Resources	Elena Cole	Heidi Ulrech	Sudharsan Dwaraknath	Ted Kaye, CEO LPC Foundation Birgitte Ryslinge, Dean
IV Leadership and Governance	Greg Daubenmire	Cindy Balero	Tiffany Breger	Bob Kratochvil, V.P. Administrative Svcs. Philip Manwell, Dean
Themes	Cynthia Ross	Frances DeNisco	Kayla Moreland	Pamela Luster, V.P. Student Services
Steering committee	Dr. Laurel Jones, VP Academic Services, Dr. Amber Machamer, Institutional Researcher, Maureen O’Herin, Faculty Chair, Dr. DeRionne Pollard, President			
Editor	Mike Sato, Faculty			
Technical Support	John Gonder, Faculty - Wiki Wizard, Jeff Sperry, Classified- Document Czar			

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Comprised of administrators, faculty, classified staff, and students, the Las Positas College Accreditation Team represented a variety of constituencies, providing the foundation for college-wide participation and collaboration in the self-study process. To ensure a consistent voice for the final draft of the self-study, an editor was selected by the steering committee, based on expertise and overall experience with and knowledge of the college. In addition, the steering committee put in place a technical support group to help with documentation and electronic distribution and discussion of self-study drafts.

Over summer 2007, the steering committee and the technical support team began work preparing for the year ahead, creating:

- The Las Positas College Document Repository.¹ This would serve as the database, available college-wide, of all documents needed as evidence for the self-study;
- A Wiki site for accreditation, which would serve as the college-wide discussion board for drafts of the self-study;²
- A writing template for each section of the self-study, providing a guide for the standard committees once they began drafting;³
- Tentative timelines.⁴

August 15, 2007, at the academic year's first town meeting (attended by all administration, faculty and classified staff), an overview of the accreditation process was presented and the importance of college-wide involvement and participation in the self-study process was stressed. A question and answer period following the presentation began the college-wide dialogue that would continue throughout the self-study process.⁵

On August 16, 2007, the Accreditation Team attended an "Accreditation Kick-Off Party,"⁶ using the day to review the timeline, process, and committee membership. After the meeting (T-shirts and goody-bags in hand), the team was energized and ready to begin the project.

To continue the dialogue on campus, the Institutional Researcher held focus groups with each of the major college committees during August and September, 2007.⁷

In September 2007, letters were sent out electronically and in campus mail to all classified staff and fulltime/adjunct faculty, inviting them to select a standard on which to serve, based on expertise, division/department knowledge, and experience with committees and processes.⁸ Final selection of membership for each standard was made by the steering committee based on the staff member's choices, as well as the goal of creating diverse teams that represented the wide-ranging constituencies of the college. By the end of October 2007, membership for each standard was established and published college wide.

1 Document Repository

2 LPC Wiki

3 Steering Committee documents

4 Timeline - Accreditation Diagram

5 Steering Committee documents

6 Steering Committee documents

7 Steering Committee documents

8 Steering Committee documents

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COMMITTEE MEMBERSHIP – ACCREDITATION TEAMS:

STANDARD 1: Tim Heisler and Diana Navarro-Kleinschmidt (co-chairs)

Resource Support Staff: Sylvia Rodriguez & Rich Butler

Full Time Faculty: Randy Taylor, Paul Torres, Leslie Gravino, Stuart McElderry, Abby McCann, Mary Campbell, Sarah Thompson, Zina Rosen-Simon, James Dobson, Lindell Bruce

Classified Staff: Elizabeth Noyes, Karen Zeigler

Student Representative: Christian Blanco

STANDARD 2: Tom Orf and Scott Vigallon (co-chairs)

Resource Support Staff: Jeff Baker, Neal Ely, & Marge Maloney

Full Time Faculty: Karen Pihl, Michael Schwarz, Catherine Eagan, Christina Lee, LaVaughn Hart, Cheryl Warren, Tina Inzerilla, Frances Hui, Andrea Alvarado, Angella VenJohn, Marilyn Marquis, Rajeev Chopra, Michelle Gonzales, Teri Henson, Nan Ho, Candy Klaschus, Steven Bundy, Jim Gioia, Cindy Keune, Richard Grow, Richard Dry, Lauren Hasten, Cindy Rosefield, Eric Harpell, Jason Morris, Keith Level

Classified Staff: Karen Kit, Greg Johns, Laura Sparks, Andi Schreiber, Virginia Edwards

Part Time Faculty: Jeanne Virgilio (and classified), Victoria George

Student Representative: Amanda Cervantez

STANDARD 3: Elena Cole and Heidi Ulrech (co-chairs)

Resource Support Staff: Bob Kratochvil and Birgitte Ryslinge

Full Time Faculty: Mike Ansell, Gina Webster, Lisa Everett, Janet Brehe, Scott Miner, Karin Spirn, Kevin Ankoviak, Dale Boercker, Jane McCoy, Barbara Morrissey, Ken Ross, Jill Carbone, Justin Garoupa, Brian Hagopian, Toby Bielawski, Tiina Hukari, Moh Doud, Bob D'Elena, Jeremiah Bodnar, Adeliza Flores, Ron Johanson, Ruth Hanna, Fredda Cassidy, Terry Johnson, Brenda Weak

Classified Staff: Connie Reding, Natasha Mosset, Steve Gunderson, Martha Konrad, Valerie Ball

Part Time Faculty: Heidi McMichael (available for editing and feedback)

Student Representative: Sudharsan Dwaraknath

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STANDARD 4: Greg Daubenmire & Cindy Balero (co-chairs)

Resource Support Staff: Ted Kaye & Philip Manwell

Full Time Faculty: Christine Acacio, Susan Hiraki, Melissa Korber, Janell Hampton, Jackie Fitzgerald, Catherine Suarez, Jill Oliveira, Mark Tarte, Kimberly Tomlinson, Brian Owyong

Classified Staff: Sean Day, Neva Bandelow, Todd Steffan

Student Representative: Tiffany Breger

THEME TEAM:

Faculty Lead: Cynthia Ross

Resource Support Staff: Pamela Luster

Full Time Faculty: TeriAnn Bengiveno, Nancy Wright, John Ruys, Craig Kutil

Classified Staff: William Eddy, Frances DeNisco

Student Representative: Kayla Moreland

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On September 21, 2007, the accreditation team attended and sponsored an accreditation self-study one-day workshop in conjunction with Chabot College and Napa College. This workshop, led by members of the Western Association of Schools and Colleges, provided the foundation upon which the team began its self-study process.

Throughout fall 2007, the Steering Committee presented updates and reminders of the self-study process at town meetings and division meetings.

In spring 2008, Las Positas College launched its formal self-study writing with an all day workshop on February 14. In the collegial Las Positas College way, the day began with a breakfast that included an array of valentines decorating the tables, reminding all of just how romantic accreditation can be! After breakfast, the Standard Committees went to breakout sessions to work on their sections of the self-study. Computers were available in each room, and everyone had access to the Document Repository and administrative support. At the end of the day, the whole group met together to reflect on the work accomplished.

By April 4, 2008, the committees completed their first draft of the self-study. Each section of the draft was posted on the LPC Accreditation Wiki site. The entire college community, Chabot College and the District Office were invited to review this draft and offer suggestions using the comment tool on the Wiki site. This allowed universal access to the document and a chance for everyone to comment on the draft and review the comments of others, creating dialogue across all constituencies. After the open review period (April 9-23), the original authors and editor reviewed the comments posted on the Wiki and made changes and revisions to the draft as needed. This was completed on May 19th and became Draft 2. Over summer 2008, the editor revised the draft.

The accreditation steering committee took lead responsibility for completing the abstracts, organization of the self-study, eligibility requirements for accreditation, and responses to recommendations. The college's institutional researcher drafted the demographics section.

The complete 3rd Draft, including the editor's revisions and the steering committee's preamble, was made available to the campus, again using the Wiki for comments and dialogue, on August 15, 2008.⁹

At the beginning of fall 2008, the faculty chair of the accreditation steering committee presented a self-study process update to the college community at a town hall meeting. After reviewing the completed 3rd draft of the self-study, the accreditation steering committee decided to solicit content experts to review each of the self-study standards. An administrator and a faculty member, knowledgeable about key components, were selected to review each standard for accuracy and completeness. These reviews were completed and submitted to the self-study editor by November 12, 2008. In addition, steering committee members met with the team working on Theme abstracts at the beginning of fall 2008. A draft of the Theme abstracts was complete and posted on the Wiki in November 2008.

⁹ Previous Drafts on the Wiki

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At the October 7 college flex day, the accreditation steering committee's faculty chair and institutional researcher led accreditation workshops in which faculty members reviewed the self-study planning agendas for accuracy and consistency.

The steering committee also gauged whether the self-study accurately reflected the processes of the college by facilitating focus group discussions. These forums were held December 2, 2008 through December 5, 2008, at different times and on different days in order to accommodate as many schedules as possible.

The steering committees also had the college SLO committee review and provide feedback concerning all sections of the self-study that referenced the student learning outcomes and assessment cycle on campus.

Footnoting the documentation in the self-study was the final project of fall 2008, and was completed December, 2008. A final college-wide review of the self-study draft was completed by February 12, 2009.

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ACCREDITATION TIME-LINE

TENTATIVE SCHEDULE – UPDATED JANUARY 2009

Summer 2007:

- Set-up focus groups
- Draft surveys
- Training and reference book
- Training workshops
- wiki set up
- Establish “Document Czar”

Fall 2007:

August 16 Flex-day

- Steering Committee and Chairs training workshop

August/September

- Feedback on drafts of surveys
- Draft of faculty and staff sign-up for Standard Committee flyer

August/September Focus groups

September 21 WASC training for Steering Committee and Chairs

September Faculty and staff sign-up for Standard Committee teams

October Type up Focus groups report

Early October Print surveys

Mid October Launch Surveys (Student and Staff)

November Scan/correct surveys

December Town Hall meeting

- Overview of accreditation process
- Standard Committees meet

Spring 2008:

February 14 Flex-day

- Self-study Launch Day Committee work sessions and wiki training for all

February - April: Complete 1st Draft and post on wiki for open comments

- 1st drafts of sub-sections are written by committee members
- Drafts submitted to Co-Chairs by April 4
- Co-Chairs review drafts and submit to Jeff Sperry to post on wiki by April 9
- April 9-23: campus reviews and comments on 1st draft, using wiki

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April 28-May 19 Complete 2nd Draft

- Original authors/experts make edits, based on wiki comments, and submit to chairs
- May 20 - Steering committee and editor (Michael Sato) review 2nd draft

Summer 2008:

- Michael Sato edits 2nd draft
- Steering Committee writes Preamble and Introduction to Self-Study
- Expert Reviews
- 3rd Draft complete by end of Summer

Fall 2008:

August Flex-day	Training to edit 3rd draft- emphasis on Planning Agendas
October	Campus reviews and comments on 3rd draft, using wiki
October/November	Expert reviews (administrators and assigned faculty w/ stipend)
October	Themes completed and posted
November/December	Drafts to Michael Sato as completed
December 1-5	Focus groups on each standard

Spring 2009:

January	Meeting with graphic designer
January 30	Comprehensive draft completed
February	Final all-campus review
April	Re-run Staff Survey on key variables for addendum update
April	Draft to Board of Trustees and to College Council
May	Run staff data from fall 2007 and spring 2009 for addendum update
Summer	Submit Self-study to WASC.
Summer	Begin addendum update to be given to site visit team in October 2009

Fall 2009:

Site Visit