

First Monday Report

Focus on Accreditation:
One Great Big Audacious
THANK YOU!!!

Issue 15, April 9, 2013

- Apr 10 Library Learning Crossroads opens
- Apr 15 Artworld Perspectives: Herb & Dorothy screening
4:00 PM
The Great Hall
- Apr 16 Dodger Night honoring our 2012 Women's State Volleyball Champions
7:10 PM - Dodgers Stadium
- Apr 19** The Sociology of Pop Culture: How to Apply Sociology to Media, Celebrity, and Everyday Life

This is my opportunity to formally thank everyone at Pierce College for his and her active engagement in all aspects of the accreditation process. To be fully accredited requires the dedicated work of all employees every day; that aspect of accreditation is ongoing and no matter what your position is at the College, you are a part of our being accredited just by doing your job each and every workday. The exercise of preparing for and hosting an accreditation visit requires many employees to take on some additional and sometimes surprising duties. The president of the college has a unique vantage point from which to observe and take note of these special efforts. Often these contributions go unnoticed by the majority of us as we go about serving the mission of the College by enrolling, educating, graduating, and transferring students.

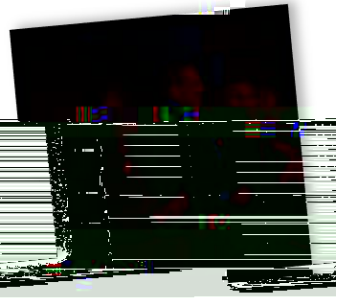
With the spring break, I was able to attend to a personal health issue on April 2. This will require me to be away from the college to recover for the month of April, and possibly part of May. Having the procedure completed at this time should allow my attendance at our 66th annual Commencement Ceremony on June 5, which is a very important day for our



"I know the price of success: dedication, hard work, and an unremitting devotion to the things you want to see happen."

Let's begin by considering the work that started in spring 2011, when Dr. Mia





There is so much more that goes into producing an excellent report and hosting a successful visit. I recall a conversation with Rocky Young in late 2006 as we were preparing for the 2007 Valleyside visits (I was at Mission College at that time). Chancellor Young reminded me that the comprehensive visit is an event, and the college serves as the host for our event guests – the Visiting Team. Let's review the background of our "guests" and the impact of accepting a visiting team assignment for the ACCJC.

The visiting team members work at both public and private community colleges in the ACCJC service area, which includes Hawaii and territories such as Guam, Palau, and Saipan. While all of our team members were from California community colleges, it is not unusual for assigned team members to represent the breadth of the service area and public and private institutions. While they are not paid any kind of a stipend for serving on the team, their expenses for the trip are covered by the college being visited. This is one of the required costs of accreditation. When they agree to serve on a team, they do so knowing that they will have to thoroughly read the Self Evaluation and understand the visited college while simultaneously being fully engaged in their own full-time employment. They must also respond to each of the 132 sub-standards in the Self Evaluation report to ensure the college demonstrates its compliance with the standards through appropriate documentary evidence. While they are on the visit, 12 to 16+ hour days are typical. A few team members arrive on Sunday so they are prepared for early Monday morning in order to arrive for an early afternoon team meeting at the hotel. A few of our team members toured the College for about an hour prior to checking onto the hotel and attending their Monday afternoon meeting.

Meanwhile, back at their own colleges, nobody is hired to fill in for them during their absence unless they are a classroom instructor. Even in that circumstance, the substitute faculty member has to be briefed about what to cover in various class sections. Not only did our team members get to spend a week of 12-16+ hour days learning about Pierce College, they each had the responsibility of returning to their own employment the following week and catching up on a week's worth of work. You may be asking why they do it? There are many reasons. It is an opportunity for their own development and growth as an employee, but most team members will tell you they are willing to go on a visit to help their own college better prepare when it goes through its own comprehensive process. Several of our visiting team members commented to me about both ideas and lessons learned that they would be sharing with their own college for the future. Now that we understand how much work it is for a visiting team member, how does the college go about being a kind and considerate host? If you were volunteering to put in 16 hour days as a service to another college, what would you want? Would you want to be comfortable including being able to work through all of your meals? Would you want to have all of the tools you need to complete the job; and to maximize your time because every min3(ng)6

The Visits

The Main Events - the Pre-Visit and the Visit

There are actually two visits. A pre-visit is scheduled between the team chair and the college president to ensure the arrangements made to accommodate the team both at the college and the hotel are suitable and the team chair is satisfied that the needs of the team will be met during the visit. It is also used as an opportunity for the college to respond to any questions or outstanding issues the team may be encountering as they review the self evaluation report. Our pre-visit took place on February 28, and it included a brief tour

which forced the committee chairs to revise and review their pages on an ongoing basis to be ready for the visit. A great big audacious thank you to Mia Wood, Carlos Guzman, Lyn Clark, Tom Rosdahl, and everyone who was involved in the ongoing update and maintenance of the College website and the many

It Takes a Village...

and then picked them up on Thursday afternoon once the team had checked out of the hotel.

In addition to their technical needs, the team also needs regular office supplies including pens, paper, sticky notes, staples, paper clips, etc. These items were gathered and placed at each seat by my assistant, Cheryl Smith. As a small gesture of welcome (the ACCJC limits these items to something modest), Cheryl went shopping to purchase snack items, which were placed in Pierce College mugs from the Bookstore and attractively wrapped for each of the team members. These were also placed at each team member's seat along with a professionally designed name tag and a flash drive. These were our "party favors." To ensure a variety of snacks were available for the team at the hotel throughout the visit, Anna Davies purchased chips and granola bars. On Monday morning, Cheryl and I went shopping for fresh fruit, vegetables, cheese and crackers, cookies, plates, napkins, and utensils. Next, we delivered and set them up in the hotel team room. The hotel provided the beverage service each day. This activity offered us the opportunity to give that team room the once-over before the team arrived.

The team's assistant and her or his counterpart at the college must have the ability to juggle numerous details, including: handling appointments and logistics for interviews, arranging for lunches and snacks, making dinner reservations, coordinating travel to and from the hotel, and providing every additional piece of evidence the team requests. Jeanie Dewhurst, President Garcia's Executive Assistant at Diablo Valley College, was the team's assistant. My Executive Assistant, Cheryl Smith, served in that role on behalf of Pierce College. Essentially, Jeanie and Cheryl were the liaisons between the team and the College. To facilitate Jeanie's access to Cheryl, Cheryl was located in an office in Human Resources while the team was on campus. To ensure the President's Office was covered during the week of the visit, Mary Fellows worked from my office in order to answer phones and direct traffic. For the three weeks prior to the visit and the four days the team was at the College,

