**Attendance:** Erinn Banks, Meredith Basil, Berenecea Eanes, Sheryl Fontaine, Nina Garcia, Jose Gonzalez, Danny Kim, Lisa Kirtman, Dale Merrill, Sunny Moon, Pam Oliver, Anil Puri, Melissa Riddle, Kristin Stang, and Su Swarat

1. **Charge.** President Garcia and Anil Puri thanked everyone for serving on the committee and gave the committee its charge.

2. **Overview.** Pam Oliver provided an overview of the Institutional Report. The topics covered included:

   a. WASC institutional report overview
      1. 4 Standards
      2. 39 CFRs
      3. 9 Components
      4. 5 subcommittees

   b. WASC Standards and CFRs (see handout for “Standards at a Glance”; see Dropbox for full handbook and quick guide)
      1. Standard 1: Defining institutional purposes and ensuring educational objectives
         - Institutional purposes
         - Integrity
         - Transparency
         - 8 CFRs
      2. Standard 2: Achieving educational objectives through core functions
         - Teaching and learning
         - Scholarship and creative activity
         - Student learning and success
         - 14 CFRs
      3. Standard 3: Developing and applying resources and organizational structures to ensure quality and sustainability
         - Faculty and staff
         - Fiscal, physical and information resources
         - Organizational structures and decision-making processes
         - 10 CFRs
      4. Standard 4: Creating an organization committed to quality assurance, institutional learning, and improvement
         - Quality assurance processes
         - Institutional learning and improvement
         - 7 CFRs

   c. Subcommittees (see handout)
      1. Institutional purposes, structures and processes
      2. Curriculum, learning and assessment
      3. Student success
      4. Faculty and staff
      5. Fiscal, physical and information resources
d. Institutional Report Components *(see handout)*
   1. Introduction: Institutional Context; Response to Previous Commission Actions
   2. Review under the WSCUC Standards and Compliance with Federal Requirements; Inventory of Educational Effectiveness Indicators
   3. Degree Programs: Meaning, Quality, and Integrity of Degrees
   4. Educational Quality: Student Learning, Core Competencies, and Standards of Performance at Graduation
   5. Student Success: Student Learning, Retention, and Graduation
   6. Quality Assurance and Improvement: Program Review; Assessment; Use of Data and Evidence
   7. Sustainability: Financial Viability; Preparing for the Changing Higher Education Environment
   8. High quality, diverse faculty and staff *[Institution-specific Themes(s) (optional)]*
   9. Conclusion: Reflection and Plans for Improvement
   10. Required appendices:
       - “Review under WSCUC standards” worksheet *(see handout)*
       - “Compliance with federal requirements” worksheet

e. Guidelines for writing
   1. Focus on accomplishments, not aspirations
   2. Support claims with evidence *(see Dropbox for the “Using Evidence” guide)*
   3. Address the Criteria for Review (CFRs)
      - Review 2013 Handbook for Accreditation *(see Dropbox for full handbook)*
      - Cite CFRs in draft report *(see Dropbox for examples of CFR citations)*
   4. Include details in appendices, but only appropriate and relevant details
   5. Be concise and clear – no need for lengthy narratives

f. Timeline

<table>
<thead>
<tr>
<th>Fall 2016-Spring 2017</th>
<th>Establish committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2017</td>
<td>Complete relevant section “Review under WSCUC standards” worksheet</td>
</tr>
<tr>
<td></td>
<td>- Each sub-committee identify “talking points” for each topic, and list all data/information needed</td>
</tr>
<tr>
<td></td>
<td>- WSCUC reaffirmation process workshop by WASC VP (May)</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>Each sub-committee completes a draft for all relevant topics</td>
</tr>
<tr>
<td></td>
<td>- For each sub-committee, stipend available ($5,000) for additional faculty member(s), in addition to the faculty co-chair ($5,000)</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>Finalize report for each sub-committee</td>
</tr>
<tr>
<td></td>
<td>- Compile first draft of full report</td>
</tr>
<tr>
<td></td>
<td>- Compile appendices</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>Draft report reviewed by the campus</td>
</tr>
<tr>
<td></td>
<td>- Revise draft to incorporate feedback</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>Revised draft reviewed by WASC consultant</td>
</tr>
<tr>
<td></td>
<td>- Revise draft to incorporate feedback</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>Finalize and submit report (10 weeks prior to offsite review)</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>Offsite review (1 day; 6 months before onsite visit)</td>
</tr>
<tr>
<td>Spring-Summer 2019</td>
<td>Address offsite visit inquiries (if any)</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>Onsite visit (3 days)</td>
</tr>
</tbody>
</table>
g. Coordination & Communication
   1. ALO’s office: “central hub” for coordination
   2. Dropbox: Central documents deposit
   3. Designated email: ALO@fullerton.edu
   4. WSCUC 2019 website
   5. Subcommittees meeting schedules are determined by the Chair and Co-Chair, and
      administrative support is provided by the Chair’s support staff.

h. Instructions for immediate next steps:
   1. Complete Steering Committee’s section of the “Review under WSCUC standards”
      worksheet (Today)
   2. Complete relevant sections of the “Review under WSCUC standards” worksheet for each
      sub-committee (Due: April 20)
   3. Each sub-committee identify “talking points” for each topic, and list all data/information
      needed (Due: May 20)

i. Resources (all in Dropbox)
   1. WASC 2013 Handbook
   2. Quick reference guide to the 2013 Handbook
      of Accreditation)
   4. WSCUC 2012 reaffirmation letter
   5. WSCUC 2015 interim report and commission letter
   6. WSCUC 2016 mid-cycle report commission letter
   7. Example CSU institutional reports:
      i.  San Jose State
      ii.  San Marcos

3. Action Items

   a. Subcommittee co-chairs need to schedule their first meeting and invite Su Swarat and/or Pam
      Oliver.