

**Accreditation Steering Committee Meeting  
Minutes**

**November 8, 2018; 1:00 p.m. to 3:00 p.m.; Room SS4-409**

**Co-Chairs:** Chialin Hsieh (ALO) and Bob Kratochvil (President)

**Steering Committee Members Present:** Kevin Horan (Vice President, Instruction & Student Services), Gail Newman (Sr. Dean of Student Services), Josh Bearden (President, Academic Senate), Nicole Almassey (President, Classified Senate); Priscilla Tatmon (LMCAS President)

**Note Taker:** Beth Ann Stone

Item #	Agenda Topic	Desired Outcome	Lead	Follow up:
1.	Welcome		Chialin	<ul style="list-style-type: none"> <li>Committee members provided brief introductions.</li> </ul>
2.	Review: Agenda	Action	Chialin	<ul style="list-style-type: none"> <li>The Committee reviewed and approved the agenda for the meeting.</li> </ul>
3.	Updates <ul style="list-style-type: none"> <li><b>Accreditation Work Group</b>– Progress Update</li> </ul>	Information	Chialin	<ul style="list-style-type: none"> <li><b>Standard I:</b> Recently work has stalled slightly. This team is conducting criteria-based writing with some of the sub-standards having scheduled interview with experts (i.e. SGC, TLC). Through this work it is noted that we currently do not have a validation process for the College Course Catalog print version versus website version. Chialin will bring this to Cabinet and the President to develop a process and/or advisory group. As a note, Guided Pathways has been reviewing all the webpages for content and currency. Additionally, the Mission Statement review process is slated to being in spring 2019.</li> <li><b>Standard IIA:</b> No current progress to report. The Standard Captain has designed a new template for writing and will be sending it to the team today. Hope to have first draft completed in January.</li> <li><b>Standard IIC:</b> The Captain has asked each team member to address each item in the Standard that relates to their</li> </ul>

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				<p>role, program and/or work. Each member is writing to two (2) sub-standards. Anticipate first draft by February 1<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>• <b>Standard IV:</b> Providing the teams with the types of evidence to review and references in the narrative is helpful for the team members. The Captain presented the chart their team designed to assist with the evidence and writing. Currently this team is wholesale writing for the group to review and provide feedback. The Captain anticipates having the first draft for their team to review on December 6<sup>th</sup>. It is noted that there is a lot of repetition in the standards and sub-standards.</li> </ul>
4.	<p>Employee Engagement Survey</p> <ul style="list-style-type: none"> <li>• Review draft questions and timeline</li> </ul>	Information /Action	Chialin	<ul style="list-style-type: none"> <li>• Chialin provided the draft questions and timeline to the Committee for review. If relevant and aligned, each question has a standard attached to it.</li> <li>• Feedback from this Committee and Cabinet will be submitted to Chialin next Wednesday.</li> <li>• As a note, the grammar may change in the questions.</li> <li>• Chialin will send an e-mail to initiate responses.</li> <li>• It is agreed that the survey administration should be longer. The timeline has been updated to January 15<sup>th</sup> through February 22<sup>nd</sup>.</li> <li>• BethAnn will contact the Business Office for the student employee's e-mail addresses.</li> </ul>
5.	Other	Information	All	<ul style="list-style-type: none"> <li>•</li> </ul>
6.	Next Meeting Date: December 13, 2018 1-3 pm			
7.	Adjournment @ 2:40 pm			
	Future Agenda Items:			