

**Accreditation Steering Committee & All Team Captains Meeting
Minutes
October 10, 2019; 1:00 p.m. to 3:00 p.m.; Room L-215 (Professional Learning Center)**

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

Steering Committee Members Present: Tanisha Maxwell (Vice President of Student Services), Carlos Montoya (Vice President of Business & Administrative Services), Josh Bearden (President, Academic Senate), Nicole Almassey (President, Classified Senate), Thyra Cobbs (LMCAS President), Scott Warfe (Technical writer)

Steering Committee Members Absent: Sally Montemayor-Lenz (Interim Vice President of Instruction), Sabrina Kwist (Dean of Equity & Inclusion), Teresea Archaga (Director of Student Life),

Accreditation Work Group Team Captains Present: Nancy Ybarra (IIA), Cameron Bluford (IIB-in lieu of Christina Goff), Dave Belman (IIC)

Accreditation Work Group Team Captains Absent: Christina Goff (IIB)

Note Taker: Beth Ann Stone

| Item # | Agenda Topic | Desired Outcome | Lead | Meeting Notes |
|--------|---|-----------------|----------------------------|--|
| 1. | Welcome | | Chialin | <ul style="list-style-type: none"> Chialin welcomed members and captains to the meeting. |
| 2. | Review: Agenda September 12, 2019 Meeting Minutes | Action | Chialin | <ul style="list-style-type: none"> The Committee reviewed and accepted the agenda The Committee reviewed and accepted the minutes from the September 12, 2019 meeting. |
| 3. | Updates: Accreditation Technical Writer & Editing Team Update Standard Captain Progress Report <ul style="list-style-type: none"> Areas of improvement for QFE from “Analysis & Evaluation” Process for communicating and resolving areas of improvement identified as involving the entire campus community. Standard Team’s Next Steps | Information | Scott W./Standard Captains | <p><u>Editing Team Update:</u> Scott Warfe and BethAnn provided an overview of the Editing Team process:</p> <ul style="list-style-type: none"> Scott Warfe (faculty), BethAnn Stone (Classified), and Chialin Hsieh (manager) are the members of the Editing Team. It is noted, that this team is constituency-based to ensure that the viewpoints from each constituency are represented in this part of the process. Every Standard Team Captain meets with the Editing Team to review their draft, discuss revisions (i.e. yellow highlighted text), and provides information or resources for addressing gaps and/or areas in which we need expert review and feedback to determine if we meet the standard. Following the Standard Draft review, a draft is then sent to the identified experts and/or committees for feedback. |

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| | | | | <p>○ The feedback received is entered into the tracking spreadsheet and the Editing Team then reviews it and another draft is sent for feedback.</p> <p><u>QFE – Areas of Improvement:</u> Chialin is working with President’s Cabinet to identify two (2) items to include in our QFE related to student achievement.</p> <p><u>Standard Team’s Next Steps:</u> Jonah has completed the District portion for Standard III and Jinpa will assist LMC in reviewing and updating the drafts for Standard III (as needed). Standard IVA & IVB are currently in the editing process with the Editing Team and Standard Captain(s). The remaining standards are in the expert review process, with feedback due to BethAnn by Friday October 18th.</p> |
| 4. | <p>Evidence:</p> <ul style="list-style-type: none"> ● Process for collecting, naming, citing and listing evidence ● Review of completed evidence for a sub-standard draft | Information | BethAnn | <p><u>Evidence Process:</u> BethAnn provided the ASC and Standard Team Captains with a handout on the sources, formatting, collection and naming evidence. Additionally, she reviewed the “Evidence” folder on the Accreditation 2020 Sharepoint which includes a folder for each Standard Team. An Excel evidence template labeled “Standard Evidence List Template” is available for all standard teams to use to enter the evidence they are collecting into the spreadsheet. All evidence should be uploaded to the Standard Evidence folder. A spreadsheet labeled “Master Evidence List-Crucial Items” has also been placed in the Sharepoint Accreditation 2020-Evidence folder. This spreadsheet contains a list of all of the major documents that will be cited throughout the 2020 ISER (i.e. EMP, Strategic Plan 2014-2019, College Catalog, College Schedule of Courses, UF Contract, Local One Contract, etc.). Since these items appear in multiple standards, BethAnn will collect and name these documents however, when collecting, naming and listing the evidence it is requested that Standard Team Captains ensure the page number(s) referenced for their Standard(s) is included in the name of the document. All evidence must be in PDF format, with all webpages/websites to be screenshot (i.e. no direct links to websites or webpages). It is also noted that the name of the evidence should be the same throughout – the title of the document, the name given in the narrative, the name entered on the standard team’s evidence list, the name displayed on InSite. After discussion during the meeting, it is recommended that each Standard Team</p> |

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| | | | | Captain note the paragraph of the evidence cited in the evidence list (in “Paragraph Cited” column). The evidence collection process will begin in November, with evidence uploaded to the Evidence folders and listed by the end of the fall 2019 semester. |
| 5. | Accreditation 2020 • College Assembly 10/28/2019 | Information/ Action | Chialin | <p><u>Powerpoint:</u> Chialin provided the draft Powerpoint presentation for the College Assembly on 10/28/2019. Thyra noted that it would be helpful to include what accreditation is and why it is important in the presentation. Each Steering Committee Member or Standard Team Captain will be responsible for presenting one or two slides. Chialin requested that each Standard Team Captain review their team membership list and update any members who have been added since the beginning of this process in summer 2018. It is important to include any individuals and/or committees that standard teams have received input from and/or have provided information on, as they are contributors to the 2020 ISER. Annica Soto should be added to the IIC membership list and Thyra Cobbs should be added to IV.</p> <p><u>Structure:</u> The ASC and Standard Team Captains discussed the structure for the ISER review and feedback during the College Assembly. It was determined that a structure similar to that of speed-dating or roundtables would work great. There will be six table groupings (each one assigned a standard) with a laptop, index cards, pens, and copies of 2-3 sub-standard drafts (for that standard) provided at each table. The Standard Team Captain will be responsible for their table groupings. Upon arrival, attendees will each be given a number (1-6). After the Powerpoint presentation attendees will be asked to go to their number assigned table. Approximately 15 minutes will be provided for attendees to review and discuss the draft with the Standard Team Captain and provide their feedback directly into the online tool or on index cards. The Standard Team Captain will answer any questions and provide clarification when needed. After 15-20 minutes, attendees will be asked to move to the next table clockwise from where they are seated to provide feedback on another standard’s draft(s). Depending on the length of the Powerpoint presentation and time allotment attendees could provide feedback on</p> |

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| | | | | at least two standard's drafts, possible three. BethAnn will work with Nicole Almassey to identify three-to-four ISER sub-standard drafts related to the Brentwood Center for their review during the College Assembly. |
| 6. | Other | Information | All | |
| 7. | Next Meeting Date: November 14, 2019; 1-3 pm | Discussion | All | |
| 8. | Adjournment | | | Meeting adjourned at 2:15 |
| | Future Agenda Items: | | | |