

**Accreditation Steering Committee Meeting  
Minutes**

**September 12, 2018; 11:00 a.m. to 12:00 p.m.; Room SS4-409**

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

**Steering Committee members:** Kevin Horan (Vice President, Instruction & Student Services), Gail Newman (Sr. Dean of Student Services), Sabrina Kwist (Dean of Equity & Inclusion), Josh Bearden (President, Academic Senate), Nicole Almassey (President, Classified Senate); John Khoa Nguyen (Advisor, Associated Students)

**Note Taker:** Beth Ann Robertson

Item #	Agenda Topic	Desired Outcome	Lead	Follow up:
1.	Welcome		Chialin	<ul style="list-style-type: none"> <li>Committee members provided brief introductions.</li> <li>The Committee reviewed the work over the summer that took place towards Accreditation. The Accreditation Work Group was formed, Team Captains for the standards were selected, and the Work Group met for a retreat in July.</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> <li>It was noted that there are approximately 45 new faculty and a large number of new Classified employees, we need to ensure that we let people know what Accreditation is and the process for completing our upcoming ISER as well as the process to get re-accredited.</li> <li>Bob provided a brief summary of the Institutional Self-Evaluation Report (ISER).</li> </ul>
3.	Updates <ul style="list-style-type: none"> <li><b>Accreditation Work Group</b>– Timeline &amp; Responsibilities</li> </ul>	Information	Chialin	<ul style="list-style-type: none"> <li>Chialin provided the Committee with the Accreditation 2020 timeline and responsibilities, (including the Work Group and the process), for review.</li> <li>The phases and overall process timeline should be shared during the Accreditation Kick-Off College Assembly.</li> </ul>

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				<ul style="list-style-type: none"> <li>• The Committee was asked to think about the December 18<sup>th</sup> first draft deadline and if we will be meeting on that day (as it is close to the end of the semester).</li> <li>• The date for the January deadline should be changed to Friday January 25<sup>th</sup> as everyone will be back to campus on that day.</li> </ul>
4.	Accreditation Kick-Off: College Assembly October 1, 2018	Information /Action	Chialin	<ul style="list-style-type: none"> <li>• When sharing the timeline and phases during the College Assembly, share the items that are bolded in the document (i.e. tasks in detail, dates, etc.).</li> <li>• Place the roles on the screen and possibly have the Captains and Interviewers for each of the standards stand up when the standard is announced so the College is aware of their names and faces, as they may be contacting College employees during the interview phase.</li> <li>• We need to have at least one (1) student on each standard. We can reach out to student ambassadors and student workers, the representation does not necessarily need to be an LMCAS Senator.</li> <li>• Additionally, bullet-point the key items and dates for drafts and feedback during the presentation.</li> <li>• Make note that the first drafts will go to the Senates, SGC and SGC sub-committees for review and feedback.</li> </ul>
5.	Other	Information	All	<ul style="list-style-type: none"> <li>• Add Alex Porter to the Committee and meeting invitation.</li> </ul>
6.	Next Meeting Date: October 11, 2018 1-3 pm			
7.	Adjournment			
	Future Agenda Items:			