



**Accreditation Steering Committee & All Team Captains Meeting
Minutes
September 12, 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), Sabrina Kwist (Dean of Equity & Inclusion), Nicole Almassey (President, Classified Senate), Sally Montemayor-Lenz (Interim Vice President of Instruction), Thyra Cobbs (LMCAS President)

Steering Committee Members Absent: Josh Bearden (President, Academic Senate), Teresea Archaga (Director of Student Life), Scott Warfe (Technical writer)

Accreditation Work Group Team Captains Present: Dave Belman (IIC)

Accreditation Work Group Team Captains Absent: Christina Goff (IIB), Nancy Ybarra (IIA)

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 August 15, 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 August 15, 2019 meeting. Chialin provided a review on how to access the Accreditation Sharepoint. The ASC and Team Captains briefly reviewed the functional map, the editing team process and the process for disseminating the drafts to College committee's for review and feedback.
3.	Updates: Accreditation Technical Writer 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. 	Information	Scott W./Standard Captains	<p><u>Standard IIA:</u> The sub-standard drafts have been sent to identified personnel or experts for review and input.</p> <p><u>Standard IVA & IVB:</u> The Standard Captain is moving the IVB draft to editing team first, then IVA. The IVB draft is almost ready and will be uploaded and/or e-mailed to the Editing Team.</p> <p><u>Editing Team Update:</u> The remaining standards are currently in the Editing Team process with the Captains or are scheduled for the Editing Team process with the Captain(s). We anticipate all standard drafts to complete the Editing Team process with the Captains by October 11th.</p>

**Accreditation Steering Committee & All Team Captains Meeting
Minutes
September 12, 2019; 1:00 p.m. to 3:00 p.m.; Room L-215 (Professional Learning Center)**

	<ul style="list-style-type: none"> Standard Team's Next Steps 			
4.	<p>Accreditation 2020 Schedule and Timeline</p> <ul style="list-style-type: none"> Review and/or revise overall schedule Review and/or revise timeline for College feedback 	Information/ Action	Chialin	<p><u>Timeline Review:</u> Revise timeline to include October 23rd as the date to email the Standard Team Captains the next draft after feedback has been incorporated. Also include in the timeline preliminary dates for SEM to review standards and the President's Council review on September 18th. Additionally, it should be built in the President's Cabinet review of all standard drafts.</p> <p><u>College Feedback:</u> It is noted to include text in the email to Committee Chairs for committee review of standard drafts, that they remind their members to review the drafts through the lens of the Committee's charge(s).</p> <p>BethAnn is a member of WAG and will work with Eloine and the members to develop a plan for ensuring websites are current and accurate. Additionally, the group will work to develop a list of all the administrators for college website so we know who to contact if a website requires some updating or revising. One of WAG's goals is to develop a universal template for webpages.</p>
5.	Other	Information	All	
6.	Next Meeting Date: October 10, 2019; 1-3 pm	Discussion	All	
7.	Adjournment			Meeting adjourned at 2:17
	Future Agenda Items:			