

**Accreditation Steering Committee Meeting
Minutes
February 14, 2019; 1:00 p.m. to 3:00 p.m.; Room L-106**

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

Steering Committee Members Present: Sabrina Kwist (Dean of Equity & Inclusion), Dave Belman (Dean of Student Success), Josh Bearden (President, Academic Senate), Nicole Almassey (President, Classified Senate); John Khoa Nguyen (Advisor, Associated Students), Bob Pacheco (District Research & Planning/Accreditation)

Note Taker: Beth Ann Robertson

Item #	Agenda Topic	Desired Outcome	Lead	Follow up:
1.	Welcome		Chialin	<ul style="list-style-type: none"> Chialin welcomed the Committee to its first meeting of the semester
2.	Review: Agenda Minutes	Action	Chialin	<ul style="list-style-type: none"> The Committee reviewed and approved the agenda for the meeting. The Committee reviewed and approved the minutes from the November meeting.
3.	Functional Map	Information/ Action	Chialin	<ul style="list-style-type: none"> The Functional Map is part of the elements of the ISER. Specifically, in Standards III and IV, some of the functions reside with both the District and the College. The District Office updated the map at the last ALO meeting and would like our feedback and acceptance. Standards I and II are primarily the responsibility of the campus therefore, you will note that only Standards III and IV are included on the map. “P” is for primary, “S” denotes secondary, and “SH” refers to shared responsibilities. The Committee agreed with the following revisions and acceptance of the Functional Map with the following changes incorporated:

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				<ul style="list-style-type: none"> ○ III.C.1 and III.C.3 should be changed to reflect shared responsibility. ○ IV.A.3, IV.A.6 and IV.A.7 should be changed to College primary and District secondary. ● The next District ALO Meeting will occur on the 25th, Chialin will bring recommended revisions to the meeting.
4.	ISER 2020 Timeline Update <ul style="list-style-type: none"> ● Review updates to timeline 	Information/ Action	Chialin	<ul style="list-style-type: none"> ● The ISER 2020 Timeline was revised following the January All Captains meeting. ● February 28th is now the deadline for the first draft. March 1-15, 2019 is the first draft review period. Bob Pacheco stated he can review the draft for all standards. ● Stephanie Droker will receive a draft prior to her April visit so she can provide feedback during her visit. ● Draft will be available and sent to all three Senate Presidents for review in April. ● Are we receiving guidelines on the Analysis & Evaluation sections? There has been some confusion in the teams on what to write and the length of the responses. ● What is the rubric ACCJC uses when conducting peer evaluations as to which Colleges get a report and a visit, and which do not? It may be helpful to contact Stephanie prior to her visit to inquire into the aforementioned questions.
5.	ASC and Standard Captains' Combined Meeting	Information/ Action	Chialin	<ul style="list-style-type: none"> ● The Committee agreed to combine our meetings with the All Captains meetings.
6.	April Meeting Day and Time Conflict	Information/ Action	BethAnn	<ul style="list-style-type: none"> ● The Committee agreed to move our meeting date from April 11th to April 18th.
7.	Other	Information	All	<ul style="list-style-type: none"> ●
8.	Next Meeting Date: March 14, 2019; 1-3 pm			

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9.	Adjournment at 1:50 pm
	Future Agenda Items: 2019 Annual Report