

**Accreditation Steering Committee & All Team Captains Meeting
Minutes**

March 14, 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: Sally Montemayor-Lenz (Interim Vice President of Instruction), Gail Newman (Interim Vice President of Student Services), Josh Bearden (President, Academic Senate), Nicole Almassey (President, Classified Senate);

Steering Committee Members Absent: John Khoa Nguyen (Advisor, LMCAS), Priscilla Tatmon (President, LMCAS), Sabrina Kwist (Dean of Equity & Inclusion)

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

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

Guest(s): Dave Vigo (Business Services Supervisor)

Note Taker: Beth Ann Stone

Item #	Agenda Topic	Desired Outcome	Lead	Meeting Notes
1.	Welcome		Chialin	Chialin welcomed the Steering Committee and Captains to the meeting.
2.	Review: Agenda Minutes - February 14 th Meeting	Action	Chialin	<ul style="list-style-type: none"> The Committee reviewed and accepted the agenda The Committee reviewed and accepted the February 14, 2019 meeting minutes.
3.	Updates <ul style="list-style-type: none"> Accreditation Progress Update Timeline Review 	Information	Chialin	<ul style="list-style-type: none"> Standard I is working on the editing and will begin work on the analysis and evaluation section. There are a couple sub-standards that Chialin and BethAnn are working on developing. Standard IIC is currently doing their homework and have started writing to the analysis and evaluation sections. Additionally, it is noted that we should write in past tense if we are writing to areas/items that we need to improve upon and will have improved upon prior to the report being finalized. Writers can also write in the current tense as to what we are currently doing and then if something needs to be improved upon note in a different color font in the analysis and evaluation sections; then when improvements are complete revise the noted areas in your draft.

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				<ul style="list-style-type: none"> • Standard III is under development by Alex Porter and Bob Pacheco. No update on their status as of yet. • Standard IV President Kratochvil can provide an update at the next meeting. However, it is noted that Jennifer and Bob have proceeded with the writing and will be working with their team members to get feedback and revisions (if needed). • The Committee and Captains reviewed the timeline and revised it according to standard updates and progress. The College Assembly originally scheduled for April 8th needs to be rescheduled to May. The Committee and Team Captains agreed to the following changes: <ul style="list-style-type: none"> ○ All Work Group Team Captains need to ensure that their most recent draft is uploaded to the OneDrive on or before April 8th. ○ During the week of April 8th Chialin will send an e-mail to the campus with information on accessing the first draft of the report and a quick survey tool for individuals to provide feedback (similar to the EMP evaluation). ○ During the month of April, all three Senates (Academic, Classified and LMCAS) will gather and provide feedback on the report draft. Senators will be provided the draft in advance of their first April meeting (during the week of April 8th) ○ During April, the Senates, TLC, and SGC will review the draft and provide feedback on those Standards related to their charge(s). ○ The campus community, senators and committees can provide feedback on the draft until May 1, 2019. <p><i>*All Team Captains need to ensure their draft is uploaded to the Accreditation Work Group OneDrive on or before April 8th.</i></p> <p><i>*Work Group Teams will continue working on their Analysis & Evaluation sections and incorporating feedback throughout April and May.</i></p>
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4.	Employee Engagement Survey Results <ul style="list-style-type: none"> Review results 	Information/ Action	Chialin	<ul style="list-style-type: none"> The Committee and Team Captains were provided the results summary of the Employee Engagement Survey for review and utilization as a reference or evidence in writing their sections.
5.	ACCJC VP Visit April 16 <ul style="list-style-type: none"> Updates from Stephanie Droker Preparation for Visit 	Information/ Action	Chialin/ BethAnn	<ul style="list-style-type: none"> BethAnn provided an update on the conference call with Stephanie Droker. We do not provide the draft to Stephanie. She does not review it prior to its submission to ACCJC in summer 2020. We can however, have the draft projected on the screen for reference during our visit. She is not able to give us any input or answer any questions directly related to the actual content. However, she can provide clarification on interpretation of the standards and to inform us if we are moving in the wrong direction. Stephanie provided some direction on the Analysis & Evaluation section writing. She did inform us that there is some guidance and examples included in the ACCJC Guide. However, the verbiage used in this section is a little difficult to understand. Consequently, BethAnn and Chialin summed it up as – the evidence section the writer is writing about the evidence that shows we meet the standard in question; the analysis and evaluation section is essentially writing to we meet the standard “because” or we do not meet the standard “because”. In summation, you are basically repeating the standard if we meet it in this section. If we do not meet the standard, then you are writing to that and the plans for improvement to meet the standard. Dave Belman shared his draft and work on the Analysis & Evaluation sections which are really well done and can be used as an example.
6.	ACCJC Annual Report	Information/ Action	Chialin	<ul style="list-style-type: none"> The Committee and Team Captains reviewed the Annual Report including the new stretch goal reporting. It is noted that ACCJC wants us to now report on our stretch goals, which we have opted to use the goals developed for Vision for Success as our stretch goals. We will need to being work in the fall on reviewing, revising and developing our Institution-Set Standards as we have not reviewed or revised them since their inception in 2013-14. Additionally, the Annual Report no longer requires us to report on SLOs.

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7.	ISER Exercise – Cross Themed Standards	Information	Chialin/ BethAnn	<ul style="list-style-type: none"> • During the summer we will review a map of the alignment of standards. There are quite a number of standards that are very similar in their requirements and information. It would be helpful if we had a crosswalk or a map of alignment of these standards. • BethAnn provided an example of this with Standard IB9 and the same requirements for this standard can be noted across Standard IIA, IIC, IIIB and IVA. • BethAnn will work this summer on developing a crosswalk of the standards a preliminary outline of evidence.
8.	Other	Information	All	
9.	Next Meeting Date: April 16, 2019; 1-3 pm L109 (VP Visit)	Discussion	All	