

**Accreditation Steering Committee & All Team Captains Meeting  
Minutes  
July 18, 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)

**Steering Committee Members Absent:** Sally Montemayor-Lenz (Interim Vice President of Instruction), Josh Bearden (President, Academic Senate), John Khoa Nguyen (Advisor, LMCAS), LMCAS President

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

**Guest(s):** Dave Vigo (Business Services Supervisor), Scott Warfe (Technical Writer)

**Note Taker:** Beth Ann Stone

Item #	Agenda Topic	Desired Outcome	Lead	Meeting Notes
1.	Welcome New Members	Information	Chialin	<ul style="list-style-type: none"> <li>Chialin welcomed members and captains to the meeting.</li> <li>Brief introductions were made for new and existing members of the Steering Committee and Standard Captains.</li> </ul>
2.	Review: Agenda	Action	Chialin	<ul style="list-style-type: none"> <li>The Committee reviewed and accepted the agenda</li> </ul>
3.	Updates <ul style="list-style-type: none"> <li>Accreditation Progress Update</li> <li>Timeline Updates and Review</li> </ul>	Information	Chialin	<u>Accreditation Progress Update</u> <ul style="list-style-type: none"> <li>Standard I have almost completed the Analysis &amp; Evaluation sections. Additionally, the team is working with the Accreditation Technical Writer (Scott Warfe) on reviewing and editing the draft.</li> <li>Standard IV has completed edits to the Evidence of Meeting the Standard section and will begin work on the Analysis &amp; Evaluation sections.</li> <li>Standard III should have a draft from District sometime in August. Carlos, Bob and department leads will begin developing the LMC portion of Standard III.</li> <li>The remaining Standard Teams will provide updates at the August meeting.</li> </ul>

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				<ul style="list-style-type: none"> <li>• Chialin requested the Captains note any trends that may develop in areas that need improvement. Specifically, when completing the Analysis &amp; Evaluation sections of your Standard drafts. The College needs to begin gathering information for the Quality Focused Essay (QFE).</li> <li>• Chialin provided a review of the process The last hour and a half of the meeting has been allocated for Standard Captains/Teams to work with the Technical Writer on their draft if needed. Standard Captains can contact Scott Warfe via e-mail to schedule a meeting or communicate with the review and edit of their drafts.</li> </ul> <p><u>Timeline Updates and Review</u></p> <ul style="list-style-type: none"> <li>• The Committee and Captains reviewed the timeline and revised the August 8<sup>th</sup> Analysis &amp; Evaluation draft deadline, to coincide with our scheduled August 15<sup>th</sup> meeting date.</li> <li>• Chialin provided a review of how to access the Accreditation Sharepoint and new uploads to the drive.</li> <li>• Chialin provided a handout for review to the Committee and Captains of the ACCJC Guide section referencing page number guidelines for each Standard.</li> </ul> <p><b><i>*All Team Captains need to ensure their draft is uploaded to the Accreditation SharePoint on or before August 15<sup>th</sup>.</i></b>  <b><i>*BethAnn will send Standard Captains an e-mail to update their team members.</i></b></p>
4.	Other	Information	All	
5.	Next Meeting Date: August 15, 2019; 1-3 pm L215	Discussion	All	