

Accreditation Meeting Agenda
Wednesday, April 18th 3-5pm BE-119

A. Identify full committee and leads (10 mins)

1. Handout: Accreditation Leads

B. Overview of process (20 mins)

1. Handout: Timeline
2. ACCJC website
3. Manuals (links are on “Responsibilities & Expectations” list)
 - a. Manual for Institutional Self-Evaluation
 - b. Handout: Guide to Evaluating and Improving Institutions
4. Review content in the Guide to Evaluating and Improving Institutions
5. Process when issues are identified:
 - a. Quick-fix
 - b. QFE

C. Outline responsibilities and expectations (15 mins)

1. Handout: Roles and Responsibilities

D. Present Fall meeting schedule (15 mins)

1. Handout: 2018 Accreditation Meeting Schedules
2. Summer responsibilities and meetings with IERP

E. Writing teams (10 mins)

1. Deadline for creation of writing teams: May 11
2. Recommendations:
 - a. Look for representation from each campus group: classified, confidential, faculty, students, management
 - b. Look for representation from different disciplines or areas. Gain an outsider’s view.
 - c. Representation from DSPS on several teams (weave accessibility through the document).

F. Team leads meet with one another (30 mins)

1. Review sub-standard section in Guide to Evaluating and Improving Institutions
2. Consider names for people on writing teams
3. Consider range of dates during summer for research meetings
4. Look at proposed meeting dates for Fall and identify possible conflicts

Future Meetings

May 2nd 7:30am – 4pm

- ACCJC Self-Evaluation Training, Ontario, CA

Wednesday, May 16th 3-5pm

- Debrief from May 2nd meeting
- Announce writing teams
- Announce summer meeting times with IERP
- Potential changes to Fall 2018 schedule
- Review draft Canvas accreditation page
- Template for accreditation narrative
- Discuss communication plan
 - Campus Accreditation newsletter
 - College-wide meeting schedules and updates
 - Division meeting reports
 - Campus forums
 - Accreditation website
- Process for requesting research from IERP