Accreditation Meeting Summary

Wednesday, April 18, 2018
3:00 – 5:00 p.m.
BE-119

A. **Identify full committee and leads**
   1. Handout: [Accreditation Leads](#)

Shawna welcomed the committee and thanked everybody for participating in this process. She reviewed the full list of committee members and Standard leads. Almost all Standards have a manager, classified/confidential, and faculty assigned as leads.

B. **Overview of process**
   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

Shawna distributed the timeline. The main goal for this semester is to organize the work. She asked the committee to invite volunteers to serve on Standard committees, and to meet with them prior to the next committee meeting scheduled for Wednesday, May 16. Each team will work with IERP during summer to identify data needs.

Shawna and Michelle are creating a Canvas page to serve as a central depository for the committee to upload narratives and evidence. The first draft of the Institutional Self Evaluation Report (ISER) is due December 2018. The second draft is due May 2019, and the final report will be submitted to the board for approval in December 2019, and then submitted to the ACCJC. The external Evaluation Team will visit the campus in March 2020.

Shawna reviewed the [ACCJC website](#) and recommended that the committee members review the Manual for Institutional Self Evaluation and the Guide to Evaluating and Improving Institutions on the [publications webpage](#).

C. **Outline responsibilities and expectations**
   1. Handout: [Roles and Responsibilities](#)

Shawna described the roles, responsibilities, and expectations for all leads. Each group should work together to identify and gather evidence, write narratives, and submit drafts by the scheduled deadlines.

D. Present Fall meeting schedule
1. Handout: 2018 Accreditation Meeting Schedules (draft)
2. Summer responsibilities and meetings with IERP

Committee meetings have been scheduled for the first, third, and fifth Wednesdays of every month. Each Sub Standard is scheduled to give two reports during Fall 2018.

E. Writing teams
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).

Each team should work on creating a writing team. Names must be submitted to Shawna and Michelle by Friday, May 11.

F. Team leads meet with one another
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

The Sub Standard leads met with each other and discussed their assignments.