

Accreditation Meeting Summary

Wednesday, August 29, 2018

3:00 – 5:00 p.m.

BE-119

I. Updates

1. New Accreditation Handbook DRAFT
2. Handout: [New File and Folder Naming Protocol](#)
3. Review Canvas site

Shawna stated that the updated handbook cannot be circulated yet. She has reviewed the draft and there seem to be no changes to the Standards. However, there have been revisions to suggested sources of evidence and suggested evaluation criteria. She has been sending summaries of changes to the Standard teams so that they are aware of how the changes will affect their assignments. When the updated handbook is finalized, it will be distributed to all.

Michelle stated that staff have expressed apprehension about Accreditation and whether we meet the Standards. She stated that the teams should collect evidence, evaluate whether the Standard has been met, and then address areas for improvement.

Shawna distributed an updated template for the teams to use for writing narratives. All evidence files must be in PDF format. File names should be less than 27 characters in length, if possible, and periods should not be used. The Standard should be listed, followed by a short title of the document (e.g. 3B1_FacilitiesMP). Shawna also showed the teams how to upload files to evidence folders in Canvas.

Shawna reminded the committee to be mindful of upcoming deadlines. All narratives must be completed by December 12. The narratives should not include live links at this time.

Michelle asked the teams to send their meeting schedules to Julie so that the information can be posted on Canvas.

II. Standard IA Report: Mission

1. Co-Leads: Tim Kyllingstad, Rick Miranda, Frank Mixson

Frank stated that the team does not need additional resources and will collect all evidence by the end of September, and write the narrative in October. He stated that the ultimate purpose of this Standard is to demonstrate that the college is conscious of the mission statement, and is using it to guide us in decision-making.

III. Standard IB Report: Assuring Academic Quality and Institutional Effectiveness

1. Co-Leads: Kristi Blackburn, Debbie Buffington, Jaclyn Ronquillo

Kristi stated that the team has been meeting and developed a plan to complete the work. The next team meeting is scheduled for October 3. They do not need additional resources and have not found any areas of overlap so far.

IV. Standard IC Report: Institutional Integrity

1. Co-Leads: Andrew Maz, Elizabeth Miller, Stephanie Murguia, Lucy Self

Elizabeth stated that the team has been reviewing policies and procedures regarding code of ethics and academic integrity. Work is moving along and they will reach out to groups if needed.

V. Team Leads Meet with One Another

The teams met with each other and discussed their assignments.