

**Minutes of Accreditation Oversight Committee
Held on September 18, 2017
Held in Building 4, Room 4-343**

Type of Meeting:	Regular Meeting
Chairperson:	Jacqueline Honda (Chair, Accreditation Liaison Officer), Interim Dean of PRIE
Members Present:	Christine Abella, Luis Escobar, Raymond Hernandez, William Minnich, Zahra Mojtahedi, Tammy Robinson, Christine Roumbanis, Andrea Vizenor, Karen Wong
Members Absent:	Eloisa Briones, Angélica Garcia, James Houpis, Leandro Torres Mantilla, Pcyeta Stroud, Jennifer Taylor-Mendoza
Ex-Officio:	Regina Stanback Stroud, College President
Recorder:	Belinda Chan, Staff Assistant of PRIE

1. GENERAL BUSINESS

1.1. Welcome and Introduction

Jacqueline Honda called the regular meeting to order at 9:03 a.m.

2. ACTION ITEMS

2.1. Approve of Agenda

A motion was made by Christine Roumbanis and seconded by William Minnich to approve the September 18, 2017 Agenda. No changes made and motion carried unanimously.

2.2. Approve of Minutes

A motion was made by William Minnich and seconded by Karen Wong to approve the April 17, 2017 Minutes. No changes made and motion carried unanimously.

3. REPORT/ DISCUSSION

3.1. ACCJC Preparation

3.1.1. ISER Training

Institutional Self-Evaluation Report (ISER) Training will be held on September 27, 2017 in Oakland. It is a complimentary workshop provided by Accrediting Commission for Community and Junior Colleges (ACCJC) to the regional district. Members who are interested to be part of the writing team are highly encouraged to attend the workshop. Registration can found online at:

<https://www.eventbrite.com/e/accjc-institutional-self-evaluation-report-training-september-27-2017-tickets-35729099699>

See [Appendix I](#) for more detail.

3.1.2. ACCJC Timeline

A timeline until Fall 2019 visit is laid out. See [Appendix II](#) for detail. Relating to the schedule, a series of Strategic Planning Online (SPOL) trainings on Comprehensive Program Review (CPR) will be held in October. Details to follow.

Pertaining the visit, members are encouraged to review 2013 Accreditation Self-Evaluation Report and identify 2 – 3 areas the College has made improvement since the last visit. This year will focus on the

areas that require improvement and collecting evidence. Writing will begin next year. Members and interested parties to be part of the writing team are encouraged to be an ACCJC evaluator.

3.1.3. Writing Team

Raymond Hernandez, who was part of the writing team in the last cycle, recommended to use the last writing teams structure as a model. Prior to the next meeting, Honda will identify the co-chairs for each standard to discuss with the members in the next meeting. The co-chair structure may possibly be changed to a tri-chair model. Detail to follow in the next meeting.

4. NEXT MEETING

Next regular meeting is to be held on Monday, October 16, 2017 at 9:00 a.m. in Room 4-343.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:34 a.m.

Minutes were approved by Members on October 16, 2017.