

May 1, 2018, 1- 2 pm
Steering Committee Meeting
Room 4180

1) Concerns about progress thus far

- a. Standards II and IV Chairs—please send the links to your accreditation document repository

2) Revised due dates schedule for Chairs:

Date	Reminder
Friday May 5, 2018	<ul style="list-style-type: none"> • faculty to have an outline or draft • If classified are not able to meet that deadline, they can submit an outline or draft by Monday, June 11
Friday, Sept. 14, 2018	Writers to submit a draft in google docs/ SharePoint (for version control). Parenthetical citations to evidence also will help in the long run.
Wednesday, Sept. 26, 2018	Participate in the forum
Friday, Oct. 19	Upload the first draft after it's been reviewed and revised, and the evidence should be uploaded in to SPOL.

3) Reminders:

- a. **Please alert tri-chairs about (a) which standards the College has not met and need to be addressed prior to the visit, and (b) which websites need to be updated.**
- b. **Review the naming conventions guideline** to ensure your documents follow protocol, which will save us time in the long run as we catalog the evidence.
- c. **For websites, it's extremely critical** that a screen shot is made, and the format that we included in the naming conventions handout, because the website is in flux.
- d. **Resources available** on sharepoint and the [website](#)
 - i. Evidence Naming Conventions (updated)/ Website screenshot model
 - ii. Model of a response
 - iii. Workshop materials and recordings on [sharepoint](#)
 - iv. Writing Workshop-Worksheet 3- 20180403 (Nancy's template—thanks, Rika and Jim!)
 - v. Employee Voice survey results at <http://www.skylinecollege.edu/prie/employeecommunityfeedback.php>

4) Gesture of thanks!