



## 11/20/ 2017 Accreditation Steering Committee Notes

Documents: (a) Timeline; (b) [The standards](#); (c) [Manual for Institutional Self- Evaluation](#) (what constitutes evidence on pp. 22- 27); (d) tri-chair/ standards chair/ writing team member descriptions; (e) writing team membership draft.

Present: Jim Houpis, Rika Fabian, Michele Haggar, Ray Hernandez, Jacque Honda, Nancy Kaplan-Biegel, Melissa Komadina, Soledad McCarthy, Will Minnich, Joe Morello, Christine Roumbanis, Bianca Rowden- Quince, Karen Wong

- I. Members introduced themselves.
- II. Overview
  - a. Jacque Honda, as the ALO, reviewed the timeline for the fall semester.
    - i. Jan 11 flex day- SPOL Training for accreditation writing team members
    - ii. Jan. 12 flex day- Skyline College Accreditation Kick- Off
    - iii. Jan 26- Writing Team Kick Off
    - iv. Determine if it's possible to have one or two more meetings, one in the first week of December and one the first week of school, prior to the Jan. 26 meeting, and- if so, an hour or 90 minutes.
  - b. Karen Wong, as the faculty tri-chair, discussed the roles and responsibilities of the steering committee leaders and writers, and Nancy Kaplan-Biegel, as the chief editor (for the third time!), discussed the training that she will provide for the writers.
- III. Will Minnich, as the administrative tri-chair, discussed the immediate next steps.
  - a. Invitations to the writing team members will be delivered to mailboxes on Monday, 11/27, asking them to confirm by Friday, Dec. 1.
  - b. Next meeting(s) focused on deconstructing standards, how to respond to them, and what constitutes evidence, so as to prepare standards chairs to support their teams.
  - c. Writing teams will receive an invitation to attend the Jan. 11 SPOL training, and writing team standards chairs also may want to encourage their writers to attend.
  - d. Spring 2018 Steering Committee Meeting Schedule: bi-weekly time reserved for one hour in the afternoon so as to meet when needed; outlook invitation forthcoming once faculty standards chairs (Rika, Soledad, Melissa, Bianca) send us their availability.

- IV. Karen provided some guidance to the standards chairs in choosing their writing teams.
  - a. Ensuring that subject experts are on the relevant team(s).
  - b. Achieving a balance between spreading out workload and so many that the draft becomes untenable.
  - c. Ensuring that some individuals aren't overly taxed.
  
- V. Michele Hagggar, as the classified tri-chair, highlighted resources available to the standards chairs.
  - a. Accreditation Resource Room, 4146, for accreditation teams to meet and confer
  - b. What do you need from the tri-chairs to support your efforts?