

Accreditation Standards Co-Chairs Meeting Notes

January 23, 2018 from 1:00 P.M. - 2:00 P.M.

Bldg. 4, Rm 146

Workshop Participants: Steering Committee Members

1. Will Minnich led an ice-breaker to strengthen the group unity. The ice breaker involved recommendations they'd give to the writers, such as pointing them to key people as resources, looking at the previous report, writing to the standard, and not procrastinating. He also reminded the steering committee about 4146 being designated for work and meetings related to accreditation
2. Michele Haggard reviewed the timeline, and reminded standards chairs that their writers need to be identified by Friday, January 26, in part so that they can get the writing workshops on their calendars. This semester writers should at least collect their evidence and have a rough draft/outline.
3. Jacquie Honda reminded the chairs about which tri-chairs are the primary supports for each standard.
 - Standard I- Karen
 - Standard IIA- Karen; IIB- Michele; IIC- Will
 - Standard III- Will
 - Standard IV- Michele
4. Jacquie solicited questions to pose to ACCJC Vice President, Dr. Steven Reynolds, when he visits our campus. She also reminded people to solicit questions by Friday, January 26.
5. Karen Wong reinforced the importance of abiding by these evidence-naming conventions so

that we can manage our evidence. Also important is taking screen shots of the college and district websites, noting when the screen shots were taken, and citing the website address, rather than only noting the website link as evidence.

The group also determined not to upload evidence directly to SPOL, but rather to keep evidence in their designated cloud (sharepoint or google docs). This way standards chairs can ensure the documents are properly named, and therefore we can avoid duplicate uploads of evidence for hyperlinking purposes.

6. The tri-chairs and ALO left time for any lingering questions the standards chairs have.