

**February 20, 2018, 1- 2 pm**

**Steering Committee Meeting Notes**

**Room 4180**

- 1) Chairs were asked to remind writers to:
  - a. inform them about any gaps in fulfilling the standards that need to be addressed;
  - b. have a strong outline, if not a draft, by the end of this semester because they aren't compensated for work completed during the summer;
  - c. access resources on the accreditation website and sharepoint site, including recordings of the writing team workshops, the ACCJC manual, and the last ISER.
  
- 2) Chairs were reminded to:
  - a. notify the Tri- Chairs/ ALO about gaps to fulfilling the standards so they can be addressed in a timely manner;
  - b. convene with their writers by the end of February/ early March;
  - c. communicate writing team changes to the tri- chairs/ ALO/ Belinda Chan to maintain the currency of the spreadsheet, and facilitate communications between the writers and the steering committee;
  - d. consider designating one of the writers for each section (e.g, 1A) to be an overall reviewer (in addition to the chairs) to reduce redundancy for each major section;
  - e. review the visiting team report and the update on the new standards for anything pertaining to your standards;
  - f. During this meeting, the steering committee also determined that writers should not have to deal with SPOL at all, and in fact all of the groups were using either google docs or sharepoint to store drafts and evidence. As such, standards chairs are expected to:
    - i. review the evidence naming conventions to ensure correctness, and add them to a central spreadsheet so we can keep track of evidence and eliminate redundancies. (Once evidence naming is reviewed, then tri-chairs are informed so that then they will upload the evidence. This way evidence naming is reviewed by at least two people.)
    - ii. review "complete" drafts for accuracy and adequate evidence, consulting with appropriate individuals for feedback and collecting additional evidence if needed. Alert the appropriate tri-chairs if unsure how to proceed. And finally upload the drafts to SPOL only when they are deemed adequate. At that point, then the tri-chairs will review the drafts

within the context of the overall standard and replace redundancies with references to the relevant standard(s).

- 3) Chairs were informed that the writing workshops will reinforce “just on time” information that is intended to match about where writers should be in the writing process. Earlier workshops will be on deconstructing the standards to identify key individuals with whom to consult and types of evidence, and how to structure the narrative. Later workshops will address integration of evidence into the narrative, as well as feedback on the drafts. These hands-on workshops will address:
  - a. naming conventions of documents and importance of uploading docs into google docs/ sharepoint;
  - b. how to cite sources within the narrative, including parenthetical references (e.g., p.3, par.4);
  - c. formatting if copying and pasting from word to SPOL (e.g., Times New Roman, 12 point);
  - d. “framing” accreditation in the college’s context so that certain themes run through all of the standards.

Guidelines on naming the evidence as well as a model response that reinforces the strategies taught in the workshops will be provided on the website as a writing team resource.

- 4) Upcoming Workshops (all will be held from 1-2 pm)
  - a. Workshop #3, March 6
  - b. Workshop #4, April 3
  - c. Workshop #5, May 1