

April 14, 2018, 1- 2 pm

Steering Committee Meeting Notes

Room 4180

- 1) Standards chairs provided updates on progress thus far.
 - a. Standard I
 - i. Props to Co-chair Rika Fabian for creating easy to use templates to generate drafts and organize google docs to store them
 - ii. Some of the writers submitted their drafts.
 - iii. This summer Rika and Jim Houpis will review the submitted drafts and the evidence.
 - b. Standard II
 - i. Standard IV Co-chair Bianca Rowden Quince's template (standard, resources, evidence, outline) was configured for writers and uploaded on google docs by Soledad, but it's not clear how much progress writers have made yet.
 - ii. Some sub-standards still need writers, so they're working on recruiting more writers and/or drafting themselves.
 - iii. Non-faculty writers will most likely work during the summer when there is more time to work on drafting, and will aim to complete their drafts by mid-June.
 - c. Standard III
 - i. Joe consulted with the other college chairs about getting materials from the District in a timely manner.
 - ii. Human Resources – Eugene Whitlock is almost done; demographics will likely need to be updated in the fall.
 - iii. Facilities- John Doctor is waiting for Jose Nunez to provide the materials.
 - iv. Finance – Eloisa said that typically Kathy Blackwood writes this section.
 - v. Technology—Bruce Griffen is working on it.
 - vi. Joe is counting on everything being drafted by the Sept. 14 deadline and will upload drafts in to SPOL.



- 2) A review of SPOL was provided pertaining to how to upload evidence and link to the standard narratives
- 3) In addition to heartfelt thanks from the Karen, Jacquie, Michele, and Will, standards chairs were thanked with “self care” Nalgene water bottles, cosmetology spa treatments, and a handy accreditation pen with a highlighter
- 4) Standards chairs were reminded to:
 - a. Alert tri-chairs about which standards need work to be met and which websites need to be updated.
 - b. Keep track of the following important deadlines (re: Michele’s e-mail)
 - i. **April 23**- Provide a Master List of evidence to the Tri-Chairs on the template we provide. Double-check that the names of the documents are correct. (The next day, the tri-chairs will review the names for an additional layer of editing, and consolidate the lists into a single master list to guide your uploads. So this April 23 deadline is critical.)
 - ii. **April 30**- After hearing from the tri-chairs, upload your standard’s evidence into SPOL.
 - iii. **May 25**- Ask writers to upload their narrative/ outline and create hyperlinks to evidence within SPOL. (Or standards chairs can complete this step.)
 - iv. **September 14**- Remind writers to submit their first draft in SPOL by this date.
 - c. Inform writers about the 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](#)
 1. Writing Workshop-Worksheet 3- 20180403 (Nancy’s template— thanks, Rika and Jim!))
 - d. Last Writing Workshop, May 1, 1-2 pm