

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

1) Concerns about progress thus far and how standards chairs are supporting their writers

- a. Standard I – on track
- b. Standard II – Office hours didn’t work, but they’ve engaged in a concerted outreach to each writer and therefore been able to address questions that writers have.
- c. Standard III – Doing fine; facilities narrative will be submitted next week; financial narrative will be submitted in June; technology within the college will be drafted in June/July by Jim Houpis
- d. Standard IV – Meeting every month to check in with writers; Focusing on A and B since they’re generated by the College; District has yet to submit for C and D – Jacque will touch base with the District
- e. Standards II and IV Chairs were asked to send the links to their accreditation document repository.

2) Due dates were revised to accommodate the need for more time

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) Standards chairs were reminded of the following:

- 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>