

August 22, 2018
1:00 P.M. - 2:00 P.M.
Tri-Chair and Standard Chairs Meeting Notes
Room 4-146

1) Updates and Reminders about Roles

- a. Evidence Uploads Workbook in Sharepoint Chair responsibilities:
 - Tri-Chairs:
 - ✓ Upload evidence to SPOL
 - Standard Chair responsibilities:
 - ✓ Check accuracy and deliver drafts
 - ✓ Upload related evidence in sharepoint or google docs
 - ✓ Determine standard sections assignments for SPOL
 - ✓ Upload drafts to SPOL once they've been reviewed

2) Timeline

Dates	Tasks/ Deliverables
September 14	FIRST DRAFT DUE
September 14- October 19	(1) Review drafts and solicit input from anyone associated with the processes addressed in the standard to ensure accuracy. (2) Upload evidence into sharepoint or google docs as you upload drafts in to SPOL.
September 19	SPOL training day for Standard Chairs. Please join us in 4-136 and BRING laptops for hands on training
October 19	SECOND DRAFT DUE
October 19- November 16	(1) Respond to requests from tri-chairs to refine drafts and/or collect more evidence. (2) Hyperlink evidence in the drafts where appropriate.
October 31	FIRST open forum
December 14	FINAL Draft goes to Jacque

3) Questions?

Announcements: 2019 ACCJC Partners in Excellence Conference: What the Future Holds/ April 30- May 3 (noon)/ Hyatt Regency SFO in Burlingame