

September 19, 2018, 1- 2 pm

Steering Committee Meeting Notes

Room 4180

**1) Each standard's chairs provided an update**

- a. Standard I – almost done
- b. Standard II
  - i. IIA – 90% drafted; will review the narratives this week
  - ii. IIB – 95 % completed; will meet with new writer this week
  - iii. IIC – waiting for the final drafts of IIC2 and IIC5
- c. Standard III – HR/ Facilities completed but needs some evidence from the District; Budget narrative is being drafted; waiting for Technology narrative from the District; will need to loop in new staff at the District Office
- d. Standard IV – A is completed; B has the narrative but needs more evidence; C + D need narratives from the District

**2) Strategies to Refine the Draft**

- a. Sept. 14- Oct. 19: standard chairs review drafts, solicit input from experts to ensure accuracy and inclusion of appropriate evidence, and cull down drafts by replacing redundancies within the standard with references to relevant sub-standards
- b. Oct. 19- November 16: (1) tri-chairs review and reach out to standards chairs for any needed revisions and evidence; (2) broader college community can give feedback on the draft which will be posted on the accreditation website after Oct. 19
- c. Nov. 16- Dec. 14: tri-chairs cull down the draft by reducing redundancies across the standards with references to relevant sub-standards
- d. Dec. 14 onward- ALO reviews ISER and forwards to editor for further refining

**3) SPOL Training** to upload drafts that were reviewed by Oct. 19, and to hyperlink evidence to drafts by Nov. 16