

October 3, 2018, 1- 2 pm

Steering Committee Meeting Notes

Room 4180

1) **Chairs were reminded to attend to the evidence**

- a. By Wednesday, October 10, associate their sub-standard to the relevant evidence listed on the spreadsheet, "Evidence Master List for Co-chairs," that is posted on the accreditation sharepoint site
- b. Upload all evidence to their standard's google docs/ sharepoint

2) **New Guide for the ISER**

- c. From ACCJC Vice President, Dr. Steve Reynolds: "We have completed updates to the manual that colleges use as they develop their ISER. The attached letter explains the updates in more detail." It is posted on the Skyline College accreditation website, along with the 2017 version:
https://skylinecollege.edu/accreditation/assets/accreditation2019/Guide-to-Institutional-Self-Evaluation-Improvement-and-Peer-Review_201809.pdf .
- d. VP Steve Reynold's Sept. 25 response to our inquiry about being held to these new standards, "Since Skyline was trained using the August 2017 Guide, we will train the team to think of it like catalog rights. Skyline can be reviewed with using those evaluation criteria. However, as the Skyline ISER writers are reviewing the draft of the ISER, they may want to use the new Guide to help them edit the content...As for being 'held accountable,' remember that it is intended as a *Guide* to help, not as a regulation that must be adhered to. Just stay focused on providing evidence that Skyline's policies and practices align with the Standards, and present the evidence and analysis/evaluation as detailed and as concise as possible."

3) **Progress updates from each standard's chairs**

- a. What sub standards are NOT fully complete? (written assessment and evidence)
 - i. Standard I
 1. 1C5
 - ii. Standard II
 1. II.A4, II.A.9 and II.A.13 will be submitted by Monday, Oct. 8
 - iii. Standard IV
 1. C and D from the District

4) 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