

**Minutes of Accreditation Oversight Committee
Held on March 19, 2018
Held in Building 4, Room 4-343**

Type of Meeting:	Regular Meeting
Chairperson:	Jacqueline Honda (Chair, Accreditation Liaison Officer), Interim Dean of PRIE
Members Present:	Eloisa Briones, Raymond Hernandez, Zahra Mojtahedi, Patrick Perez, Tammy Robinson, Christine Roumbanis, Leigh Anne Shaw, Andrea Vizenor, Karen Wong
Members Absent:	Christine Abella, Luis Escobar, Angélica Garcia, James Houppis, William Minnich, Pcyeta Stroud, Jennifer Taylor-Mendoza
Ex-Officio:	Regina Stanback Stroud, College President
Recorder:	Belinda Chan, Administrative Assistant of PRIE

1. GENERAL BUSINESS

1.1. Welcome and Introduction

Jacqueline Honda called the regular meeting to order at 9:05 a.m.

2. ACTION ITEMS

2.1. Approval of Agenda

A motion was made by Karen Wong and seconded by Christine Roumbanis to approve the March 19, 2018 Agenda as written. Motion carried unanimously.

2.2. Approval of Minutes

A motion was made by Christine Roumbanis and seconded by Karen Wong to approve the January 29, 2018 Minutes as written. Motion carried unanimously with one abstention vote.

A motion was made by Andrea Vizenor and seconded by Raymond Hernandez to approve the February 26, 2018 Minutes as written. Motion carried unanimously with three abstention votes.

3. REPORT/ DISCUSSION

3.1. ACCJC Visit Preparation

3.1.1. Writing Progress Update

The First draft should be completed by the end of spring 2018 or by fall 2018. Below is the writing progress update from each writing team:

Standard I Writing Team has been meeting regularly and team progress is aligned with the accreditation timeline.

Standard II Writing Team invited Michele Haggard and Karen Wong to present the crosswalk and share tips on writing. Another presentation to the Standard II Writing Team will be held today on March 19, 2018 for those who were not able to attend the March 16, 2018 meeting.

Standard III writing is led by the District.

Standard IV Writing Team started writing for IVA and the District will be contributing for IVB.

3.1.2. Writing Workshop Update

There will be two more writing workshops to be held on April 3, 2018 and May 1, 2018. Writing members may access resources, such as handouts, slides, and video clips, through SharePoint. Three ISER examples can also be found in SharePoint.

3.1.3. Strategic Plan Open Forum

The Strategic Plan Open Forum will be held on Friday, March 23, 2018 at the Fireside. Participants to the forum will review the strategic priorities and college goals to help update the Strategic Plan, which expired in 2017. Everyone is welcome and is highly encouraged to attend.

3.1.4. Surveys for Accreditation

Surveys were great ways to allow voices to be heard. Results collected from the surveys will be used for the Institutional Self-Evaluation Report (ISER). Below are the update of the surveys:

- Employee Voice Survey received 37% response rate or 184 responses.
- Student Voice Survey is aim to receive 1600 to 1700 responses.
 - Leigh Anne Shaw will provide feedback on questions that need more clarification for ESOL survey takers.
- Chronicle for Higher Education Survey (best 100 college to work for) will be conducted in April to randomly selected employees. An email invitation will be sent from The Chronicle for Higher Education directly.
 - The survey is very competitive to be selected for the best 100 colleges. If awarded, it will be highlighted in ISER.
 - Please respond to the survey link from the Chronicle, if you receive one.

4. ANNOUNCEMENT

Raymond Hernandez is collecting preliminary feedback on Bachelor Degree program.

The Paralegal Program has received preliminary approval from the ABA.

ACCJC Annual Report is to be submitted in a few weeks.

5. NEXT MEETING

Next regular meeting will be held on Monday, April 16, 2018 at 9:00 a.m. in Room 4-343.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:38 a.m.

Minutes were approved by Members via electronic email received on May 22, 2019.