

## ACCREDITATION STEERING COMMITTEE

October 4, 2017

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**Members Present:** Erika Lacro, Karen Lee, David Panisnick, Jolene Suda, Cynthia Smith, Billie Leuder, Chiara Logli, Jennifer Higa-King, Monique Tingkang, Guy Shibayama, Wayne Sunahara, Derek, Inafuku, Jeff Stearns (notetaker)

**Narratives:** All standard teams turned in narratives on October 2. All the hard work of the teams is very much appreciated. Jeff will provide feedback to each team on their narratives, focusing primarily on whether the narratives are addressing the key points of the standards.

**Evidence files:** In the next phase, besides revisions, teams are asked to prepare evidence files in accordance to ACCJC guidelines and to make them easy to compile later. A guide to formatting the evidence files was distributed at the meeting.

**Surveys:** The recent surveys of both faculty/staff/administrators and students provided mostly positive results for the campus. The survey results came in late for some teams to add to their narratives.

The committee should give students feedback on their survey. A meeting with students is scheduled for Monday, October 16. Teams are to send Jeff up to three questions they may want to ask students. The questions will be given to the students in advance.

**Standard III meeting:** A system-wide Standard III meeting was held September 29. There was a suggestion that campus leads of each section gather together to help uniform the content across the system. Mike Unebasami said his staff would participate to answer questions. Marcia Roberts-Deutsch is to arrange the meetings.

**Other topics:** Richard Winn and Stephanie Droker from ACCJC will conduct peer review (team training) on Thursday, November 16. Each campus can send five participants for the all-day training. Committee members are to provide Jeff with names of those interested.

Teams discovering gaps in our policies, processes, or other areas needing attention for accreditation are to send them to Jeff, who will direct them to the appropriate administrator or department head.

Next meeting: October 18