ACCREDITATION STEERING COMMITTEE

November 29, 2017

Members present: David Panisnick, Wayne Sunahara, Chiara Logli, Cynthia Smith, Pat Patterson, Monique Tingkang, Guy Shibayama, Mike Meyer, Jeff Stearns (notetaker)

Narrative status: All teams submitted draft narratives. Jeff is formatting the drafts into a full report for consistency and readability, and will make it available on the Intranet as soon as it is completed. The following step will be to integrate files and file links.

There will be a town hall meeting for general campus comment and suggestions on Friday afternoon, January 5, the same day as the General College Meeting. The day provides a good opportunity before the semester begins.

Website: Teams are reminded to log any Intranet fixes, such as broken links or missing information. We intend to freeze Intranet pages on March 1 to prevent incorrect links or differences in screen shots. After that date, information updates will be fine, but no revamping of pages or moving them to different web locations. The form to log Intranet fixes in on the Google *Accreditation Steering Committee* Team Drive.

Evidence clean up: On the same Team Drive is a file for logging evidence issues. These would include important but missing documents, policies still in draft form, or any other evidence issues that need to be addressed. After January 31, we will initiate action to correct issues noted in the log.

ACCJC training/new information: The ACCJC conducted accrediting team training on the 16th. Several from our campus attended the all-day session that covered the basics of accreditation evaluation by visiting teams. Some key points from the training:
- The team should focus on the college strengths, not deficits.
- The report should be from a fresh start, not reference past deficiencies.
- Interviews by the team are considered evidence.
- The report should always say the college meets the standard, and never does not meet or partially meets – all deficiencies should be addressed with plans to solve them. Defined steps to improve issues are considered meeting the standard.
- The college should celebrate its successful initiatives even if they are not directly related to the standards.

Documenting changes: To highlight all the great work we are doing, we would like to create a pamphlet that lists all the changes we have made through the accreditation process. We would appreciate teams document these changes. A spreadsheet, Changes due to Accreditation, is available on the Team Drive.

SLO Assessment: Chiara said she received a number of SLO assessment documents in PDF form that included instructor names. Since we do not want to make names public, Chiara will create samples from those assessment documents blacking out the names for the evidence files. All documents, though, will be provided to the visiting team if requested.

Assessment documents received as spreadsheets are not an issue. Chiara can easily delete the columns with instructor names.

The next meeting will be on December 13, 2:00 p.m., in 6-101.