

ACCREDITATION STEERING COMMITTEE

February 14, 2018

Members present: Keala Chock, David Panisnick, Cynthia Smith, Monique Tingkang, Guy Shibayama, Jerry Saviano, Jeff Arbuckle, Steve Auerbach, Jennifer Higa-King, Jeff Stearns (notetaker)

Narrative status: Standards IABC, IIABC, (IIIA nearly), and IIIB have been edited to ensure readability, a single voice, consistency of language, and properly addressing the standards. The report is shaping up and adequately discussing what is required.

Evidence: Teams were reminded to provide evidence to the Google *Accreditation Steering Committee* Team Drive (Evidence folder). File numbers need to be mapped to the evidence list (previously provided) but no changes to the basic file name are needed. Jeff is willing to help anyone confused about moving the files. The deadline for the evidence is February 23.

Policies: Teams are asked to help review the college's policies. Each team is to read the three or four assigned to them, and (a) confirm no updates are necessary, (b) provide suggested changes if needed, or (c) advise if the policy is no longer required. Teams can provide the revisions as electronic copies to the *Accreditation Steering Committee* Team Drive (Policies folder), submit them to Jeff as email, or provide him with printed copies. Jeff will pass them to Erika. Teams are to complete the reviews by February 28.

Distance Education: ACCJC visiting teams are being instructed to observe 15 separate sections of distance education courses or 10% of the total offered, chosen at random, to confirm "regular and substantive" interaction. The monitoring is to take place before the team arrives.

Quality Focused Essay: Ideas for the QFE are being collected in the *Accreditation Steering Committee* Team Drive (QFE folder) or sent directly to Jeff, who will distribute them to committee members before the next meeting on February 28, when they will be initially discussed. Ideas are welcome from anyone on campus. The QFE must (a) improve student learning and student achievement, (b) be tied to data, (c) have a specific timeline, and (d) have leadership in place.

The next meeting will be on February 28, 2:00 p.m., in 6-101.