

ACCREDITATION STEERING COMMITTEE

March 14, 2018

Members present: Karen Lee, David Panisnick, Cynthia Smith, Monique Tingkang, Guy Shibayama, Wayne Sunahara, Jennifer Higa-King, Steve Auerbach, Chiara Logli, Jeff Arbuckle, Erica Balbag-Gerard, Jeff Stearns (notetaker)

Narrative status: The current draft of the report was put into a Google Drive folder for the campus to view. Editing of the draft is still in progress. An email was sent to the campus to advise and to solicit ideas for QFEs. Several of our sister community colleges have enlisted the help of an expert with close ties to the ACCJC to provide gap analysis of their reports. We will be doing the same.

Policies: The teams provided excellent reviews of the policies, providing a great help for moving this project along. The reviews were provided to Erika.

Intranet Forms area cleanup: Teams provided good feedback on eliminating the old links, unneeded documents, defunct committees, missing committee minutes, and so on. A couple of teams are still working on their sections. Jeff will send out an email to the campus asking chairs of committees to update their minutes. Mike Meyer reported after the last meeting that there is no storage capacity issues for the main website or the Intranet.

Quiz: From next week, the quiz will begin offering one prize a week, picked at random among those getting the questions correct. To make this work, a Google Form will be used. An email will be sent the following Mondays that will include the answers and the names of those getting answers correct.

Quality Focused Essay: The committee reviewed an example of a QFE. On Monday, Jeff will send an email asking the campus to submit QFE ideas by March 20. The Steering Committee will rank the QFE ideas (by email) and have a workshop on crafting the QFE on March 29.

The QFE workshop will be on March 29 (Thu), 1:30 p.m., in 6-101.
The next meeting will be on April 11 (Wed), 2:00 p.m., in 6-101.