

Accreditation Steering Committee Notes

Date: 10/18/2016	Attending: Stephen Eaton, Debbie DiThomas, Scott Bulkley, Khushnur Dadabhoy, Kyri Freeman, Michelle Henderson, Lisa Holmes, Nance Nunes-Gill, Ramon Vasconcellos			
	Absent: Clint Dougherty, Penny Shreve, George Walters			
Item	Discussion	Next Steps	Who	Timeline
Call to Order	Meeting called to order at 12:10 p.m. by Stephen Eaton			
Approve Agenda	Add item # 7 Drop Box to the agenda and Scott Bulkley has some comments under item #5. Khushnur moved with a second by Nance Nunes-Gill to approve the agenda. All were in favor. The motion carried.			
Approve Minutes	Scott Bulkley moved with a second by Lisa Holmes to approve the 9/21/16 meeting minutes. All were in favor. The motion carried.			
Review of Compliance Checklist	Stephen Eaton reviewed all items on the checklist with the group and discussed the following: 1) Institution Set Standards - Methodology & Process 2) Transfer policies 3) D.E. - regular & effective contact 4) Student complaint process Chairs should review the Checklist with their Standard Teams and report back any areas of concern.	1) Ongoing dialogue taking place regarding process. 2) Review & confirm 3) DE Committee & Academic Senate discussing this. Instructors should capture evidence if communication occurs outside of Moodle. 4) Confirm accuracy of	1) Lisa 2) Khushnur 3) Academic Senate & DE Committee 4) Khushnur	

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		instructions on website. Have copies of past cases available.		
Reading the Statements	Lisa Holmes attended a accreditation workshop breakout session at an RP Group meeting regarding tools for helping to write the Self-Eval (handout re: I.B.1). Meeting minutes, agendas and sign-in sheets are important evidence. Discussion regarding possibly recreating the accreditation discussion board.	Lisa will send link to Stephen and he can share with the group.		
Areas of Concern Standard I	Lisa Holmes & Nancy Nunes-Gill reported: I.B.6. SLO Disaggregation based on sub-population. I.A.4. Mission Statement review	I.B.6. Discussion currently taking place. Academic Senate involved. I.A.4.Mission Statement will go through Shared Gov Review process this year.		
Areas of Concern Standard II	Kyri Freeman & Khushnur Dadabhoy reported: Concern over Student Services AUO assessment. II.C.1 and 2 - Need discussion re: Continuous Quality Improvement	Lisa will send Institutional Data to the Departments for their AUO's.		

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Areas of Concern Standard III	Ramon reported that Standard III has met and the sub teams have been created.	Stephen will follow-up with both George and Ramon for the areas of concern.		
Areas of Concern Standard IV	Michelle reported that Standard IV has not met but that Clint & Michelle met to review the Standard and have the following concern: Policy & Procedure cycle up-to-date	Dr. DiThomas stated that BP/AP 2410 is being revised to accommodate a streamlined approval path for BP/APs that pertain to the Board as well as for minor revisions. Further discussion at the next PSGC meeting.		
Standards: Meetings & Membership	Keep Scott Bulkley, Academic Senate President informed regarding standard meetings & progress. Standards need additional Classified Staff	Send meeting invitation to Scott & Stephen. Also, keep minutes, agendas, and sign-in sheets as evidence.		
Choosing the QFE	Topic must relate to student achievement.	More discussion to follow	Stephen	

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Other	<p>Drop Box - Web based document sharing site will be created for use by Standard Teams. Email will be sent from Lisa's office when site is ready.</p> <p>Website - updates needed to the Accreditation page.</p>	Lisa		
Next Meeting	Regular steering committee meetings to take place on the Tuesday before the Board meeting.			
Adjourn	Meeting adjourned at 1:47 p.m.			