

## SELF-EVALUATION STEERING COMMITTEE

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<p><b>Date:</b> 4/14/2016</p>	<p><b>Attending:</b> Stephen Eaton, Khushnur Dadabhoy, Debbie DiThomas, Kyri Freeman, Lisa Holmes, Penny Shreve, Nancy Nunes-Gill, Ramon Vasconcellos, George Walters, Clint Dougherty, Michelle Henderson (recorder)</p> <p><b>Absent:</b> Scott Bulkley</p>			
Item	Discussion	Next Steps	Who	Timeline
Approve Agenda	Stephen Eaton, ALO called meeting to order. All in attendance agreed with the agenda (no changes). Debbie DiThomas thanked members for agreeing to serve on committee.			
Establish a Timeline for Completion	Per ACCJC our Self-study & Site Visit will be in 2018. The deadline for submission of our Self-Study will be 60 days prior to our site visit. We will select our site visit date from 3 options that ACCJC will provide us with. Selection will take place in 2017.	Develop a rough draft timeline (excluding exact dates). Dates can be filled in later.	Stephen	
Discussion of Institutional Set Standards	Current standards are based of minimum baselines. Most at Statewide level agreed with this interpretation. More recent discussion has been to change to aspirational. Local discussion to consider the following: Set Standards calculated at baseline (minimum) and Framework Indicators set at aspirational.	Continue to explore and gather information. Have dialogue at IE and Steering Committee. Need to be in place by Fall (governance process and BOT approval complete).	Lisa	Fall 2016

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Quality Focus Essay	Examples accessible on web. Consider utilizing existing Strategic Priority action plans. Allow dialogue and process to continue and see what topics unfold (i.e. Data Integrity).	Decide on topic  Draft document	Steering Committee  Stephen, Ramon & Khushnur (Kyri to help proof)	Early Fall
Chair Responsibilities	<p>Some discussion of past history of Self-Study process.</p> <p>This cycle Debbie &amp; Stephen made the Chair assignments and as a group will set the committee assignments.</p> <p>Change in Chair assignments: Scott added as Co-Chair with Stephen for the overall Self-Study and Michelle added as Co-Chair with Clint on Standard IV.</p> <p>Reminder to create opportunity for group dialogue (i.e. Canvas Discussion Board or Google Docs).</p>	<p>Give Chairs their Standard sections so they can begin to determine who can help on each Standard.</p> <p>Monthly Steering Committee meetings last week of the month.</p> <p>Sub Committees will meet more often to report on progress.</p> <p>Arrange periodic quality checks in order to stay on target &amp; meet deadlines.</p>	<p>Stephen</p> <p>Stephen</p> <p>Chairs/Co-Chairs</p> <p>All</p>	
Gather Evidence	<p>Writing and gathering of evidence are a continuous cycle – use one to support and prove the other.</p> <p>“The College meets the Standard” should be used at the beginning of each area and then proceed to tell why and how the Standard is met.</p>	<p>Update website with: meeting minutes, meeting agendas, Program Reviews.</p> <p>Create template for typing draft.</p> <p>Create “how to” for citing evidence.</p>	<p>All</p> <p>Stephen</p> <p>Stephen</p>	By end of 2016

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Other	Discussion of other steps to cover.	<p>Schedule kick-off meeting with entire group (chairs &amp; subcommittee members)</p> <p>Share documents from training and see what we may need to work on up front.</p>	<p>All</p> <p>All</p>	<p>Early Fall 2016</p> <p>ASAP</p>
Adjourned Meeting			Stephen	1:00 p.m.