ACCREDITATION STEERING COMMITTEE  
CAI Arroyo Room, 9:30 a.m. – 12:30 p.m.

Present: Michael Allen, James Armstrong, Pat Flood, Madelline Hernandez, Sarah Master, Mary Lou Mendoza, Darlene Montes, Monica Moreno, Monte Perez, Joe Ramirez, Zoila Rodriguez-Doucette, Dennis Schroeder, Ludi Villegas-Vidal

Absent: Cathy Brinkman, Louise Barbato, Angela Echeverri, Leslie Milke, Daniel Villanueva

Guests: Deborah Manning

Support: Susan Ghirardelli

❖ Meeting called to order 9:37 a.m. by Co-chair Hernandez

1. **Review Minutes** (Dec. 11, 2013)  
   Approved with corrections

2. **President’s Report**
   - There is an upcoming ACCJC training at Rio Hondo (date?). Dr. Perez will sign up those who wish to attend. VP Ramirez, Dean Master, VP Allen, Darlene Montes and Monica Moreno said they will be attending.

3. **ALO’s Report**
   - VP Allen reminded writers to use Mathew Lee’s *Gap Analysis* (posted on the O-drive) as a guide. Much of the writing drafts do not match referenced evidence. Madelline said to use Lee’s handout *Parsed LAMC Team Recommendations* posted on the website (*ASC/Evidence/Writing Resources/Recommendations…*) as a checklist.
   - Writers were reminded that we will only be reviewing content at the ASC meetings. Any comments about typos and minor corrections should be emailed to Madelline separately from the writing drafts and she will make the corrections on the final edit.

4. **Review of Written Drafts** (Rec 1, 8, 10, 11, 12)

<table>
<thead>
<tr>
<th>RECOMMENDATIONS</th>
<th>TEAMS/ UPDATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation 1</td>
<td>There was a discussion about what evidence should be tied in to this recommendation. Darlene and Dr. Perez to review evidence and revise the draft for clarity.</td>
</tr>
<tr>
<td>Recommendation 8</td>
<td>The committee advised following Lee’s <em>Parsed LAMC Recommendations</em>, be concise and to the point; add a section discussing how the new log will be vetted and taught to the division; add a timetable to the grievance process chart. Ludi to clarify and revise the draft.</td>
</tr>
<tr>
<td>Recommendation 10</td>
<td>The committee advised reordering content and rewriting to clarify; add Senate and Guild minutes for evidence; add Professional Dev. Committee staff pinning ceremony as evidence; write about anti-bullying pledge; add statement about mediation interventions and what they accomplished; use summary of mediator contracts as evidence. Dr. Perez to revise the draft.</td>
</tr>
<tr>
<td>Recommendation 11</td>
<td>The committee advised following Lee’s <em>Parsed LAMC Recommendations</em>, be concise and to the point; add headings; add conclusion; add next steps;</td>
</tr>
</tbody>
</table>
Recommendation 12

Explain how the plan has been integrated into the College’s planning efforts; provide evidence. Insert that “The requests will be reviewed by the VP of Admin. Services….” The Technology Committee Minutes used as Evidence R.12.3 need revision to clarify the following statement: “Vote: Committee unanimously votes to approve presenting place to College Council with modifications.”

5. Progress Update
   a. Set 2 (Rec 4, 5, 6, 9, 13, 14) – expected posting by Jan. 24th, review at January 27th ASC meeting.
   b. Set 3 (Rec 2, 3, 7) – expected posting by Jan. 27th, review at January 29th ASC meeting.
   c. Committee decided to review AIPs at next ASC meeting on January 22nd.

6. Additional Topics
   • Darlene will be posting evidence as she receives it. Any corrections to evidence should be emailed to Darlene.

Adjourned 12:30 p.m.

Next Meetings:
   • Wednesday, January 22, 2014, 9:30 a.m.-12:30 p.m., CAI Arroyo Room
   • Monday, January 27, 9:30 a.m.-12:30 p.m., CAI Arroyo Room