ACCREDITATION STEERING COMMITTEE
Tuesday, June 16, 2015
2:00 – 3:30 p.m.
CAI Arroyo Room

Present: Cathy Brinkman, Faith Colt, Pat Flood, Oliva Sanchez-Ayala, Sarah Master, Deborah Paulsen,
Absent: Michael Allen, Kelly Enos, David Garza, Michael Griggs, David Jordan, Leslie Milke, Dr. Monte Perez, Zoila Rodriguez-Doucette, Daniel Villanueva
Support: Rod Austria, Deborah Manning, Isabelle Saber, Ludi Villegas-Vidal
Guests: Matthew Lee

Meeting called to order by Sarah Master: 2:13 p.m.

1. Review Minutes
   • May 27, June 3, June 10  Tabled  (lack of quorum)

2. President’s Report
   • No report

3. ALO’s Report
   • No report

4. Self-Evaluation Report
   a. Patricia Chow has created a table to map the District’s student survey data from Fall 2014 per the Standards. Sarah will email the table to ASC members to share with the writing teams.
   b. Review of Standard IIIA – general comments
      • No writing team members for this Standard in attendance today
      • The narrative could be streamlined and condensed; extensive details should be saved for the evidence files.
      • Incorporate more use of words from the Standard.
      • Update references borrowed from the 2013 Self-Report; eliminate ones that are no longer valid.
      • Some pieces of the Standard were not addressed.
      • Relocate evidence citations to the end of paragraphs.
      • Language explaining how well the Standards were met is missing.
      • Make sure evaluations and improvements are included in the narrative.
      • Include a discussion of the Budget and Planning Committee’s role in the hiring process.
      • ASC members with specific edits/comments on Standard IIIA should send them to Danny Villanueva and copy Kelly and Michael Allen. Danny can then forward the comments to the writing team.
      • Because the Standard needs a significant amount of work, it was suggested that the ASC review it again after the suggested revisions have been addressed.
   c. Matthew Lee stressed the importance of consistency throughout the Report (i.e.: format, style, layout, citations, etc.) and that the report should be as easy as possible for the visiting team to read and follow.
   d. Regarding evidence citations: Dean Saber suggested that having a master list of evidence (especially of documents that are most commonly cited throughout the report, eg: the Mission Statement, regulations, etc.) using proper ACCJC naming conventions would be helpful and save time. She will research the Manual and send some guidelines to ASC members.
   e. The Standard for review at next week’s meeting is as yet undetermined.

5. Next Meetings
   • June 23, 30
   • July 7, 14, 28

Meeting adjourned: 3:02 p.m.
Notes by Sarah Master, transcribed by S. Ghirardelli