ACCREDITATION STEERING COMMITTEE  
Wednesday, February 11, 2015  
9:00 a.m.—10:30 a.m.  
CAI — Arroyo Room

Present: Cathy Brinkman, Faith Colt, Kelly Enos, Pat Flood, David Garza, Sarah Master, Leslie Milke, Deborah Paulsen, Dr. Monte Perez, Joe Ramirez, Zoila Rodriguez-Doucette, Oliva Sanchez-Ayala, Daniel Villanueva

Absent: Michael Allen, Rod Austria, Michael Griggs, David Jordan

Support: Carlos Gonzalez, Madelline Hernandez, Mary Lou Mendoza, Sandy Mine, Darlene Montes, Ludi Villegas-Vidal, Tara Ward

Guests: Donna Ayers, Diana Bonilla, Matthew Lee

Meeting called to order by Kelly Enos, 9:15 a.m.

1. Review Minutes
   • January 28, 2014  
     M/S/Approved w/ corrections

2. President’s Report
   a. Dr. Perez introduced Dr. Matthew Lee who will begin coming to ASC meetings as an advisor.
   b. The Follow-up Report is on the Agenda for the BOT meeting today at Southwest. Dr. Perez will attend.
   c. The President will schedule a Town Hall meeting to discuss the Follow-up Report.
   d. Dr. Perez was informed by several BOT members that they thought the February 2nd meeting held here last week went very well.
   e. The President continues to meet with the ASC Co-Chairs, ALO and division VPs every Monday.

3. ALO’s Report – no report

4. Follow-Up Report
   • The Follow-up Report is on today’s BOT Agenda, and ASC continues to fine-tune the supporting evidence. Upon approval by the BOT, it will be submitted on March 11th to the ACCJC.

5. Self-Evaluation 2016
   a. Writing Template - a discussion followed about the handout provided by Dr. Perez:
      • Matthew Lee suggested LAMC get training such as that provided at Mira Costa College. He noted that the District needs to provide more training. Much of the content of ACCJC documents is subject to interpretation.
      • Dr. Lee emphasized that we should read and use the 71-page ACCJC Manual as our bible.
      • Lee talked about the ‘Quality Focus Essay’ discussed in the Manual. It’s important to focus on big picture issues, such as closing the achievement gap or integrating non-credit.
      • Make sure that every statement in the Standard is covered in the evidence. There is a limit on the length of the narratives - keep them concise. However there is no limit for evidence.
      • Put evidence citations (hyperlinks) at the end of paragraphs, not at the end of every sentence.
      • It was suggested that writing teams create a table of evidence to start the writing process. Evidence will drive the narrative. The narrative should be an easy read; it is the analysis and evaluation of the
b. A concern was expressed about process and timeline; we should try to avoid the problems we had with the Follow-up Report.
   • It was suggested that the ASC Co-Chairs and ALO meet with the Standard teams to assist in creating better early drafts and to help write the report in one voice. Danny will schedule a meeting with each team to analyze drafts.
   • The ASC Co-Chairs will put together an action plan and create sub-ASC editing groups for each draft. Kelly will organize this and contact individuals.

c. Labeling and Sending Evidence
   • Kelly provided a handout illustrating how to format evidence markers and how to submit emails containing evidence. It is ok to submit multiple documents in a single email.
   • Make sure when sending email to put in parenthesis what portion of the document you are using as evidence.
   • There was a request to create a small group to review evidence submitted.

6. Accreditation picture of the Week
   • Photo of Standard IIIC team members at work in the Senate office: Ryan Yamada, Faith Colt, David Jordan, Erik Rettke, Rod Austria and Danny Villanueva.

7. Next Meetings *(bi-weekly, CAL Arroyo Room)*
   • February 25
   • March 11

❖ Meeting adjourned: 10:10 a.m.