



Committee Name: Accreditation Steering Committee

Meeting Date: November 2, 2020

Meeting Chaired By: Dr. Stacy Thompson (ALO), Samantha Kessler

Start time: 3:00pm

End time: 4:09pm

Minutes Prepared By: M.Wick

Present: Heather Clements, Samantha Kessler, Cynthia Gordon de Cruz, Stacy Thompson, John Chan, Yvette Nahinu, Abigail Patton, Angela Castellanos, Audrey Trotter, Billy Delos Santos, Christine Herrera, Dale Wagoner, Debbie Trigg, Deonne Kunkel-Wu, Gabriel Chaparro, Heather Hernandez, Jamal Cooks, Jane Wolford, Katrin Field, Kevin Kramer, Kristin Lima, Lannibeth Calvillo, Maria Wick, Megan Parker, Mimi Munoz, Ming Ho, Morgan Butler, Osibisa Roseby, Patricia Molina, Rachel Tupper-Eoff, Safiyah Forbes, Shannon Stanley, Thomas Dowrie, Yvonne Wu-Craig, Ana Gutierrez, Terri Anderson, Rick Hassler, Manny Kang, Paulette Lino, Bobby Nakamoto, Cheree Manicki.

Agenda Item	Information/Discussion	Action
1. Welcome from ALO	<ul style="list-style-type: none"> • ALO welcomed attendees, thanked those who stepped up and agreed to serve <ul style="list-style-type: none"> ○ ALO shared that Chabot is in a good place and does good work, confident in the successful completion of the ISER 	
2. Approval of the Agenda	<ul style="list-style-type: none"> • Newsletter – Heather and Cheree will assist with creating a newsletter with team introductions and updates to the whole Chabot community and will include everything accreditation. <ul style="list-style-type: none"> ➤ Agenda was approved. ○ Votes: November 2, 2020 <ul style="list-style-type: none"> • Yes -18 • No -3 • Abstentions -1 	<p>Christine Herrera motioned to approve the agenda. Manny Kang second the motion.</p> <p>The Agenda was approved for November 2nd, 2020.</p>
3. Approval of the Minutes for October 19 th , 2020	<ul style="list-style-type: none"> ➤ Minutes were approved. ○ Votes: November 2,2020 <ul style="list-style-type: none"> • Yes -23 • No - • Abstentions-5 	<p>Kevin Kramer motioned to approve the minutes. Yvonne Wu- Craig second the motion. Minutes were approved for October 19th, 2020.</p>
4. Introduction of 2022 ISER Team Members and Job Descriptions Summary	<ul style="list-style-type: none"> a) Chabot Accreditation Leadership Team Members b) Standard Co-Leads, Tri-Leads, and Team Members c) Will need Standard Leads soon – job description for Standard Lead is on the shared drive, calling together whole team for that standard, a level between sub committees and the CAL team, making sure sub committees are on track. <p>Standard Co-Leads:</p>	<p>Co-leads needed for Standards I-III, IV Tbd.</p> <p>Heather to reach out to IIIA.</p>

	<ul style="list-style-type: none"> • Ensures that the whole standard is making progress, combine evidence and coordinate writing. <p>d) Volunteers for Standard Co-Leads (2 per Standard, 8 total)</p> <p>e) IIIA – no one from this team attended this meeting.</p>	
5. Sub-Committee Meeting Time and Zoom Links –	<p>a) Google Doc: Sub Committee meeting schedules – Heather has a doc on the shared drive with all sub- committee meetings and zoom information – https://docs.google.com/spreadsheets/d/1kn_y16PMo7XMeRSh_oq-aqqWjKlg2bEwd39B_JzroFk/edit?usp=sharing</p> <p>b) Tri-Leads for each of the Standard Sub-Committees will call a working meeting of Team Members (recommend meeting held no later than Monday, November 9th) to review and discuss Standard evidence documents and to collapse all evidence collected by Team Members for each section (i.e. Standard I.A.1 or Standard I.A.2 or Standard I.B.1) into one Evidence Collection Template.</p> <p>c) One of the Standard Committee Tri-Leads should forward an e-mail to John Chan and copy to Stacy and Samantha informing them that the collapsed Standard Subcommittee Evidence Template document is complete and posted onto Google docs. The Standard I, II, III.</p>	<p>All individual Standard Team Members will place their completed Evidence Document Templates into their Standard I, II, III or IV folder.</p> <p>Standard Sub-Committees to reach out to Leadership Team to invite if needed.</p> <p>Evidence due by November 11, 2020 in Google folder.</p>
6. Accreditation Newsletter	<p>a) Newsletter will contain Accreditation update and things related, like SLO's.</p> <p>b) Topics that the accreditors would be interested in seeing and knowing about that we're communicating with whole college about.</p> <p>c) We want to be sure and share with the visiting team and with the ACC JC that we realize that we're doing great things. It'll be an opportunity for people to brag about the great things.</p> <p>d) Newsletter – Heather and Cheree will assist with creating a newsletter with team introductions and updates to the whole Chabot community and will include everything accreditation.</p>	Heather and Cheree to work on Accreditation Newsletter.
7. 2022 Evidence Templates, Next Steps, and Standard Team Tasks	<p>a) What worked well?</p> <ul style="list-style-type: none"> • The Physical Resources Group: Kevin Kramer- one of the things we talked about today was that doing some of the research, we found clicking around our website that there's some links that aren't live. <p>b) Is more evidence collection needed?</p> <p>c) Collapsing all evidence templates into one template</p> <p>d) Standard Team meetings</p>	<p>Follow up on broken links – College and District.</p> <p>Call Standard Team meetings to combine evidence.</p>
8. Employee Accreditation Survey	<p>a) Cynthia G. da Cruz: will send out the survey and work on getting responses from all employees in the early weeks of spring semester.</p>	Standards think about what evidence isn't available or can't be found to inform survey.

	<p>b) Shared Student Satisfaction results: http://www.chabotcollege.edu/ir/staffchars_surveys.asp#Staff_Surveys http://www.chabotcollege.edu/ir/StudentSatisfaction/StudSurvF19_ResultsAll.pdf</p>	
9. Next Steps	<p>a) Call Standard Team meetings b) Identify writers at Standard Team meetings c) Next Meeting: Monday, November 16th, 2020 3:00pm</p>	

Mission Statement

Chabot College is a dynamic, student-centered community college that serves the educational, career, job skill, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students' strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world.

*Pending BOT approval with EMP