



Committee Name: Accreditation Steering Committee

Meeting Date: November 16, 2020

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

Start time: 3:05pm

End time: 4:09pm

Minutes Prepared By: M.Wick

Attendees - Heather Clements, Samantha Kessler, Stacy Thompson, Wing Kam, Gabriel Chaparro, Terri Anderson, Aaron Deetz, Abigail Patton, Angela Castellanos, Audrey Trotter, Billy Delos Santos, Robert Nakamoto, Christina Read, Christina Herrera, Christina Davis, Cynthia Gordon da Cruz, Dale Wagoner, Debbie Trigg, Deonne Kunkel-Wu, Heather Hernandez, Indra Liauw, Jamal Cooks, Jane Wolford, John Chan, Katrin Field, Kevin Kramer, Kristin Lima, Lael Adediji, Lannibeth Calvillo, Maria Wick, Megan Parker, Melissa Patterson, Ming Ho, Matthew Kritscher, Morgan Butler, Mumtaj Ismail, Na Liu, Patricia Molina, Patricia Shannon, Pedro Reynoso, Rachael Tupper-Eoff, Rick Hassler, Safiyyah Forbes, Sean Day, Shannon Stanely, Svetlana Tkachenko, Thomas Dowrie, Wing Kam, Yvonne Wu-Craig.

Agenda Item	Information/Discussion	Action
1. Welcome from A	<ul style="list-style-type: none"> • Welcome from Accreditation Liaison Officer (ALO) 	
2. Approval of the 11/16/2020 Agenda	<ul style="list-style-type: none"> ➤ Agenda was approved. <ul style="list-style-type: none"> ○ Votes: November 16, 2020 <ul style="list-style-type: none"> • Yes -23 • No - • Abstentions -5 	<ul style="list-style-type: none"> • Christine Herrera motioned to approve the agenda. • Abigail Patton second the motion. <p>Agenda was approved for November 16th, 2020.</p>
3. Approval of the 11/02/2020 Minutes	<ul style="list-style-type: none"> ➤ Minutes were approved. <ul style="list-style-type: none"> ○ Votes: November 16,2020 <ul style="list-style-type: none"> • Yes -21 • No - • Abstentions-1 	<ul style="list-style-type: none"> • Christine Herrera motioned to approve the minutes. • Safiyyah Forbes second the motion. <p>Minutes were approved for November 2nd, 2020.</p>
4. Follow-Up Action Items Identified at the November 2 nd Meeting (Dr. Thompson)	<ul style="list-style-type: none"> a) Chabot College Website Updates and Broken Links <ul style="list-style-type: none"> • Leads will send the broken links to Wing Kam to review and fix. b) District Board Policies <ul style="list-style-type: none"> • Need a listing of the links. • John Chan with turn those into live links that when you click on that, that file name, it opens up and you see the PDF. • Do not post the full document on Google Docs, you should just be posting the name of the document that will be turned into a live link that once it's inserted into the report, you'll be able to click on it, it opens up to the PDF or wherever the document is stored. 	

	<ul style="list-style-type: none"> • List at the end of each section of the standard report to click on the live links. • Having sub- sections is important. • Then name of the document i.e. board minutes, and date. • After this subsection is a number, it is that section. It's like footnotes. • The numbering system is already set on the template. • Do not wait. You want to assign your document to that numbering system now. • Use the date on the file. <p>c) Evidence template due dates</p>	
5. 2022 ISER Timeline Check-In: Where are we? Next steps by December 7th (Dr. Thompson, Heather)	a) Discussed timeline and outlook for Spring 2021	<ul style="list-style-type: none"> • Need to combine evidence lists by Standard • John will schedule evidence training between now and 12/7 • Writing guide coming at 12/7
6. 2022 Evidence Collection Updates (Dr. Thompson, Samantha, John, Cynthia)	<p>a) Standard Evidence Collection Lists Due November 11th</p> <p>b) Standard Committee Google Docs Document Posts—Where are we?</p> <p>c) Using the Chabot College Institutional Research Website</p> <ul style="list-style-type: none"> • Student data (page3-10) • Staff data (page 11) • Previous strategic plans data (page 12-13) • Program review data (page 14-15) • Institutional Research: general information (page 16) • Other external statistics and data (Page 17) • IR will work with VP Thompson and the leadership teams to coordinate the best time for IR to visit each of the sub standards, whether it's turning in your evidence prior for review and we discuss it as a leadership team and/or then we send IR out. <p>d) Next steps (examples)</p> <p>e) Newsletter like SLA. Those were the things that are related to accreditation.</p> <ol style="list-style-type: none"> i. Page numbers (i.e. catalog) ii. Minutes/agendas iii. Program review iv. Item's for Campus-survey – identify by 12/7 Steering Committee 	<ul style="list-style-type: none"> • Accreditation Leadership Team will start reviewing evidence lists and providing feedback.
7. Accreditation Steering Committee Master Meeting Calendar—November 2020 to May 2021 (Heather)	a) Master Calendar will be compiled and posted to the Google Drive.	<ul style="list-style-type: none"> • Co-Leads submit Standard I, II, III, and IV Committee Meeting Dates

		<ul style="list-style-type: none"> • Tri-Leads submit Standard Sub-Committee Meeting Dates • Chabot Accreditation Leadership Team Meeting Dates
8. Standard Committee Co-Leads, Tri-Leads, and Team Member Job Descriptions: Posted	a) Friendly Reminder: Check the Google Drive <ul style="list-style-type: none"> • Job descriptions posted • Updated Sub-Committee membership list posted 	
9. Next Steps	a) First newsletter sent b) Next Meeting: Monday, December 7 th 3:00pm	<ul style="list-style-type: none"> • By the December 7th Meeting: Prepare to discuss pages 24-26 of the ACCJC Guide to Institutional Self-Evaluation, Improvement and Peer Review, January 2020 • Call Standard Team meetings • Identify writers at Standard Team meetings Standard Tri-Leads Submit Name(s) of Standard Writer(s) to Heather by Thursday, November 18th

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