



**Committee Name: Accreditation Steering Committee**

Meeting Date: January 11, 2021

Meeting Chaired By: Accreditation Leadership Team: Dr. Stacy Thompson, Samantha Kessler, Heather Clements, John Chan, Cynthia Gordon da Cruz, Deonne Kunkel Wu

Start time: 3:05pm

End time: 4:26pm

Minutes Prepared By: M.Wick

**Attendees:**

Stacy Thompson, Samantha Kessler, Heather Clements, Ming Ho, Abigail Patton, Angela Castellanos, Audrey Trotter, Billy Delos Santos, Robert Nakamoto, Nancy Cheung, Christina Read, Christine Herrera, Christina Davis, Cynthia Gordon da Cruz, Dale Wagoner, Debbie Trigg, Deonne Kunkel-Wu, Erich Bass-Werner, Gabriel Chaparro, Heather Hernandez, Jamal Cooks, Jeanne Wilson, Julie Coan, John Chan, Kevin Kramer, Kristin Lima, Lael Adediji, Maria Wick, Matt Kritscher, Megan Parker, Morgan Butler, Nathaniel Rice, Rachael Tupper-Eoff, Rick Hassler, Safiyyah Forbes, Sean Day, Thomas Dowrie, Yvonne Wu Craig.

| Agenda Item   | Information/Discussion   | Action   |
|---|--|--|
| 1. Welcome  | <ul style="list-style-type: none"> <li>• Welcome from Accreditation Liaison Officer (ALO)</li> </ul>   |  |
| 2. Approval of the 1/11/2021 Agenda   | <ul style="list-style-type: none"> <li>• Agenda was approved.</li> <li>• Votes: January 11, 2021               <ul style="list-style-type: none"> <li>• Yes -22</li> <li>• No -</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>• Stacy Thompson motioned to approve the agenda.</li> <li>• Dale Wagoner second the motion.</li> </ul> <p>Agenda was approved for January 11, 2021.</p>         |
| 3. Approval of the 12/7/2020 Minutes and Participation List   | <ul style="list-style-type: none"> <li>• Votes: January 11, 2021               <ul style="list-style-type: none"> <li>• Yes -25</li> <li>• No -</li> <li>• Abstentions-2</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Christine Herrera motioned to approve the minutes.</li> <li>• Stacy Thompson second the motion.</li> </ul> <p>Minutes were approved for December 7, 2020.</p> |
| 4. Follow-Up Action Items Identified at the November 16 <sup>th</sup> Meeting (Dr. Thompson and CAL Team) | <ol style="list-style-type: none"> <li>1. Follow-Up Action Items Identified at the November 16<sup>th</sup> Meeting (Dr. Thompson &amp; CALTeam)           <ol style="list-style-type: none"> <li>a. Dr. Trotter’s writing presentation and materials posted to Google Drive</li> <li>b. Standard draft narrative writing timeline posted to Google Drive</li> <li>c. Recruiting sub-committee members and writers: Some members recruited from Language Arts</li> </ol> </li> </ol> |  |

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| 5. 2022 ISER Timeline Check-In: Where are we? (Samantha) Spring 2021                     | <ul style="list-style-type: none"> <li>a. Discussed timeline and outlook for Spring 2021</li> <li>b. Draft writing timelines are key for Spring 2021</li> </ul>   | <ul style="list-style-type: none"> <li>• Timeline reflects a first complete draft by end of Spring 2021.</li> </ul>  |
| 6. Spring, Summer, Fall 2021 Accreditation Steering Committee Meeting Schedule (Heather) | <ul style="list-style-type: none"> <li>a. 1st and 3rd Mondays 3-4:30pm</li> <li>b. Alternate Meeting dates <ul style="list-style-type: none"> <li>i. (Today) Monday 1/11/21</li> <li>ii. (Alt for 1/18/21) Friday 1/22/21 11am-12:30pm</li> <li>iii. (Alt for Spring Break) 3/29 3:00-4:30pm</li> <li>iv. Training with Kevin Bontenbal – 2/10/21 1:00pm-2:30pm</li> </ul> </li> </ul>                          | <ul style="list-style-type: none"> <li>• Recordings of meetings will be sent to Steering Committee.</li> </ul>   |
| 7. Standard Meetings and CALTeam Member Liaisons   | <ul style="list-style-type: none"> <li>a. Standard Writers: Honorariums (stipends) discussed with Steering Committee. Stipends can be split between multiple members</li> <li>b. Standard I, II, III and IV Spring Meeting Schedule</li> </ul>  | <ul style="list-style-type: none"> <li>• All standards must identify writers by 1/22.</li> <li>• Standard Co-Leads will send Heather their meeting dates.</li> </ul> |
| 8. Standard Draft Narrative Writing Timeline Progress Reports                            | <ul style="list-style-type: none"> <li>a. First Drafts Due January 25, 2021 (IV.B; I.A; II.B; III.B; III.C). Google folder established for draft submission.</li> <li>c. Utilizing the Chabot College October 2019 Mid-term Report and Previous ACCJC Peer Review Team Accreditation Reports</li> <li>d. Challenges? Missing Information? How we help? Any recommendations for other Standard Teams?</li> </ul> | <ul style="list-style-type: none"> <li>• Upload drafts to google drive to be reviewed.</li> </ul>  |
| 9. Next Accreditation Steering Committee Meeting: Friday, January 22, 2021 11:00am       | <ul style="list-style-type: none"> <li>a. Next Meeting: Friday, January 22, 2021 at 11:00am</li> <li>b. ISER Training with ACCJC Liaison Kevin Bontenbal: 2/10 1-2:30pm</li> </ul>  |  |

**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