



Committee Name: Accreditation Steering Committee

Meeting Date: January 22, 2021

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

Start time: 11:03am

End time: 12:01pm

Minutes Prepared By: M.Wick

Attendees:

Samantha Kessler, Heather Clements, Abigail Patton, Angela Castellanos, Audrey Trotter, Christina Read, Cynthia Gordon da Cruz, Debbie Trigg, Deonne Kunkel-Wu, Heather Hernandez, Jeanne Wilson, John Chan, Kevin Kramer, Matt Kritscher, Megan Parker, Nathaniel Rice, Safiyyah Forbes, Sean Day, Yvonne Wu Craig, Shannon Stanley, Theresa Pedrosa, Arnold Paguio, Frances Fon, Pedro Reynoso, Jennifer Lange, Robert Nakamoto

Agenda Item	Information/Discussion	Action
1. Welcome	<ul style="list-style-type: none"> • Welcome from Accreditation Liaison Officer (ALO) 	
2. Approval of the 1/22/2021 Agenda	<ul style="list-style-type: none"> • Agenda was approved. • Votes: January 22, 2021 <ul style="list-style-type: none"> • Yes -1 • No – • Abstentions-6 	<ul style="list-style-type: none"> • Safiyyah Forbes motioned to approve the agenda. • Deonne Kunkel-Wu second the motion. <p>Agenda was approved for January 22, 2021.</p>
3. Approval of the 1/11/2020 Minutes and Participation List	<ul style="list-style-type: none"> • Votes: January 22, 2021 <ul style="list-style-type: none"> • Yes -25 • No - • Abstentions-2 	<ul style="list-style-type: none"> • Kevin Kramer motioned to approve the minutes. • Abigail Patton second the motion. <p>Minutes were approved for January 11, 2020.</p>
4. Follow-Up Action Items Identified at the January 11 Meeting (Dr. Thompson and CAL Team)	<ul style="list-style-type: none"> a. Standard Writers <ul style="list-style-type: none"> • Standard IIIA – Matt Kritscher, Jennifer Druley • Standard IB – Robert Nakamoto • Standard IA – Jennifer Lange • Standard IIA- Ming Ho, Claire, Aaron b. Standard Meeting Dates for Spring 2021 <ul style="list-style-type: none"> • Standard III Meeting - January 28, 2021 at 9:00am • Standard IIA Meeting – January 27, 2021 at 3:00pm • Standard II Meeting – February 10, 2021 at 3-4pm • Standard I Meeting – February 3, 2021 at 3-4pm 	

<p>5. 2022 ISER Timeline Check-In: Where are we? (Samantha) Spring 2021</p>	<p>a. Standard's with first drafts due starting next week:</p> <ul style="list-style-type: none"> • Standard IA – January 25, 2021 • Standard IIB – January 25, 2021 	<p>Submit the drafts to the google folder: Standard Narrative Drafts in the google drive. Name and date it.</p>
<p>6. Standard Draft Narrative Writing Timeline Progress Reports</p>	<ul style="list-style-type: none"> • Standard IA – One written and outlines written for others. • Standard IB- Continuing to gather evidence. Starting later. • Standard IC – Two writers splitting up sub-standards. Reviewing evidence and samples. • Standard IIA- May need help. Writing has begun: three writers. • Standard IIB – First draft written. Reviewing first draft at today's meeting. May go over six pages. • Standard IIC – Reviewing evidence. Have sub-sections and first drafts written for some sub-sections. • Standard IIIA – Two HR administrators in committee. Feel dialed in. • Standard IIIB – Received template from district point person. • Standard IIIC – Morgan has been doing the writing. 80% of first draft completed. There's a few things to contact Bruce about regarding referencing the district website. Missing references. • Standard IIID – Heather has taken lead role on writing. Writing has begun. Internal deadline for next week to review the first draft. • Standard IVA- Tri-Chairs meeting on Monday to start drafting narrative. Will begin populating the narrative outline first. 	
<p>7. Evidence Filing and Naming Guidelines</p>	<p>a. Handouts</p> <ul style="list-style-type: none"> • Evidence templates – writing in red indicates reformatting citations to give example of what we're looking for. • Use acronyms and shorten the names of things when you can. • Key subcommittees writing and that's great. And so ask another member to cross reference the evidence writing with the template. Someone that is detailed orientated. He leadership team will also review. <p>b. Questions</p> <ul style="list-style-type: none"> • Can you exceed the six page limit? Are the citation list and acronyms list included in the six page limit? Those are only suggested page limits. Get the information down and take the space you need. 	

	<ul style="list-style-type: none"> Use acronyms within the body of the narrative and have a section below explaining what they are? Yes. 	
8. Websites Audit Taskforce	<ol style="list-style-type: none"> Purpose/Charge: Review all webpages and identify broken links and missing information. Work with Accreditation Leadership Team and webmaster to update website in preparation for ISER and Accreditation visit. <ul style="list-style-type: none"> Sadie Ashraf joining team. Membership: CAL-Team, Student Services and Instructional Faculty, Student Services and Instructional Classified Professionals Volunteers 	
9. ACCJC Training Topics	<ol style="list-style-type: none"> Website Writing 	Submit questions or ideas to Samantha.
10. Accreditation Faculty and Staff Survey	<ol style="list-style-type: none"> Goal to have the survey ready by Flex Day. People may have time to do on Flex Day. Just a reminder but the reason that this survey is important is because it was used a lot like when we don't quite have really clear evidence as like really precisely tied to some of these standards like this survey really helps us like not only self-evaluate in the moment, but kind of just have really strong evidence to the to it as well. It really helps the writers. Looking back at the 2015 report, like they cited the survey a lot. Some items, more than others are more frequently. It's like back-up and in addition to just general good practice. Participation is college wide. Also helps us construct the questions. 	Email Cynthia by next week if there is any question you used in the past that you found helpful from the survey.
11. Next Accreditation Steering Committee Meeting	<ol style="list-style-type: none"> Next Meeting: Monday, February 1, 2021 at 3:00pm ISER Training with ACCJC Liaison Kevin Bontenbal: 2/10 1-2:30pm 	

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