Committee Name: Accreditation Steering Committee
Meeting Date: February, 01, 2021
Meeting Chaired By: Dr. Stacy Thompson (ALO), Samantha Kessler
Start time: 3:00pm
End time: 4:30pm
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, Yvonne Wu Craig, Shannon Stanley, Pedro Reynoso, Jennifer Lange, Robert Nakamoto, Cheree Manicki, Christine Herrera, Jane Wolford, Jennifer Druley, Julie Coan, Lael Adediji, Lannibeth Calvillo, Martin Medeiros, Ming Ho, Morgan Butler, Patricia Molina, Rachael Tupper-Eoff, Aaron Deetz, Billy Delos Santos, Thomas Dowrie, Virginia Criswell, Yvette Nahinu, Terri Anderson, Gabriel Chaparro, Javier Espinoza Barajas, Kristin Lima.

Agenda Item	Information/Discussion	Action
1. Welcome	• Welcome from Accreditation Liaison Officer (ALO)	

2. Approval of the 2/1/2021 Agenda	• Votes: February 1, 2021
	  • Yes -1 (21?)
	  • No -
	  • Abstentions-8
		• Robert Nakamoto motioned to approve the agenda.
		• Cynthia Gordon da Cruz second the motion.
		Agenda was approved for February 1, 2021.

3. Approval of the 1/22/2021 Minutes and Participation List	• Votes: February 1, 2021
	  • Yes -24
	  • No -
	  • Abstentions-5
		• Rachael Tupper-Eoff motioned to approve the minutes.
		• Pedro Reynoso second the motion.
		• Edit: Add Dr. Nakamoto to the Attendees list.
		Minutes were approved with edits for January 22, 2021.

4. Follow-Up Action Items Identified at the January 22 Meeting (CAL Team)	a. Website Taskforce • Check and confirm that links aren't broken and that things are posted where they said they were posted. Also check to make sure things make sense.	

- Assembling a Task Force of Accreditation Leadership members- first meeting next week.
- Check on your own website but this Task Force will be checking on your websites as well.

b. ACCJC Training (2/10) Topics: Writing

    i. Characteristics of a well-written ISER
    ii. Analysis and evaluation vs descriptive narrative
- Requesting topics out for ACCJC Training.
- Questions mostly about writing.
- Training geared towards writing.

c. IR Website Reminder (Cynthia)

- Sent out email after last meeting reminding people what exists on the IR website.
- PowerPoint on the website where to find student data, employee data, strategic planning data, etc.
- For those that are focusing on the strategic plan or institutional effectiveness indicators there's a section of the website called institutional effectiveness and strategic planning.
- There are some PowerPoints on how we set our institutional effectiveness indicators for ACC JC and these are relatively new reports that have been updated to make clearer.
- The reports go back to 2018-19 did we meet our indicators? Quick answer of yes or no, and whether we've met our institution set standard or whether we met our stretch goals.
- Also listed future year of goal setting.
- Big areas to be aware of is the data we have on vision for success and the data on institutional learning outcomes.
- Also available – Surveys to students and faculty on how we're doing with ILOs.
- There's more specific ILO data in our student data institutional learning outcomes.

5. Chabot College 2022 ISER Timeline Check-In: Where are we? (Samantha)	i. Upcoming draft due dates:
	  1. 2/1: IV.A, II.C
	  2. 2/17: I.C
	  3. 2/26: III.A, III.B, III.C, III.D, I.B, II.A
	• Standard IA – Due. Jennifer completed draft and Trish proofing.
	• Standard IB- Dr. Anderson and Dr. Nakamoto are working on. Gathering evidence.
	• Standard IC -Met as one committee once and will meet 2nd Wednesday of the month. Mark and Manny writing. Updated the naming of the evidence.
	• Standard IIA- Writing and documenting evidence. Meeting next week to edit the evidence.
	• Standard IIB - Draft submitted. Still collecting and naming evidence.
	• Standard IIC -Writing and collecting evidence. Back and forth process while writing for evidence and writing at the same time.
	• Standard IIIA – Evidence gathering. Team met last Friday. Working on drafting.
	• Standard IIIB -In drafting process. On track with writing.
	• Standard IIIC -Working on draft now. On track to make timeline.
	• Standard IIID - Draft almost completed. Waiting on response from District: Dale working with Jonah. Billy took four questions. Heather took four questions. Angela is working on evidence lists and working with John to rename the evidence lists. At about 20 pages done now.
	• Standard IVA- Due date today. Committee has been in contact with John.
	
	b. Campus-wide review of drafts – beginning March
		• Compile first draft by the middle and end of the Semester by March, we want to share some of those drafts out to certain committees.

6. Standard Draft Narrative Writing Timeline Progress Reports (Writers/Sub-Standard Leads)	a. Draft Feedback (Deonne)
	  i. Formatting Style Review – ACCJC Guide Appendix A
	  ii. Draft Examples
	• ISER Common Feedback to support writers and readers on sub-standard committees:
	1. Simplify for reader ease
	  a. Focus on factual evidence (in evidence section)
	  b. Take out backstory/explanation/narrative in the evidence section
	  c. Use tables, bullet pts, bolded section headings
	2. Write and format to the standard
		• John will send out the link to the changes to the Guidelines for citation.
		• John will send the revised excel document with yellow highlights to Samantha to send out.

	a. Copy and paste standard and rephrases as lead into Evidence section.	• Standard teams to turn in excel documents with the drafts.
	b. Lead with "The college meets the standard" for Analysis and Evaluation (accreditation is not part of the cycle for continuous improvement).	
	c. Reference college Mission and Values, ILO's, college wide goals.	
	d. Evidence Charts (John)	
	i. Training	
	• Proposing that we do a hybrid of the Norco where we're going to have the list on the left, but then we're going to expand out the naming on the right.	
	• The things that we've been doing all along have not changed: templates.	
	• Having a document full name having a link to the URL where the document is located on the website and then where we are in the process now is having trying to come up with a shortened file name.	
	• Sharing the full excel sheet: fill out the full name of the document, the link and the file name and then that's it.	
	• Columns to fill out are in yellow.	
	• Prefix in the front, so that way they know exactly what order that the evidence that you're talking about is going to be, it is going to have a shortened file name. Evidence full name on right.	
	• Having the file name here and the narrative that's going to match what's going to eventually be at the bottom in the evidence section.	
7. Accreditation Employee Survey (Cynthia)	a. Close to having a draft.	• Cynthia will send survey draft to leads for comments
	b. Requesting that the different standards teams at a minimum- skim to their section: it's organized by Standard. I.e.: Standard IA team is going to skim to Standard IA and look at the questions and make sure that they have the evidence that they need in order to finish up writing their Standard.	• Employee survey will be started at Flex Day.
	c. Significantly shorter than last survey. Exception IC: Institutional Integrity- slightly expanded this section to be Institutional Integrity Equity and Diversity. This is a great opportunity to be surveying about campus climate for equity and diversity.	
8. Next Accreditation Steering Committee Meeting:	a. Friday, February 19, 2021 at 11:00am	

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