



Committee Name: Accreditation Steering Committee

Meeting Date: May 3, 2021

Meeting Chaired By: Dr. Stacy Thompson (ALO), Heather Clements

Start time: 3:00pm

End time: 4:00pm

Minutes Prepared By: M.Wick

Attendees:

Stacy Thompson, Heather Clements, Audrey Trotter, Aaron Deetz, Abigail Patton, Cheree Manicki, Christine Herrera, Cynthia Gordon da Cruz, Debbie Trigg, Gabriel Chaparro, Jeanne Wilson, Jennifer Lange, John Chan, Lael Adediji, Lannibeth Calvillo, Matt Kritscher, Megan Parker, Ming Ho, Morgan Butler, Nathaniel Rice, Pedro Reynoso, Safiyyah Forbes, Yvonne Wu Craig, Deonne Kunkel-Wu, Heather Hernandez, Christy Davis Roza, Kevin Kramer, Kristin Lima, Rachael Tupper-Eoff, Angela Castellanos, Mumtaj Ismail

Agenda Item	Information/Discussion	Action
1. Welcome	<ul style="list-style-type: none"> Welcome from Accreditation Liaison Officer (ALO) 	
2. Approval of the 5/3/2021 Agenda	No Voting: May 3, 2021 <ul style="list-style-type: none"> Yes -0 No -0 Abstentions-0 	<ul style="list-style-type: none"> Angela Castellanos motioned to approve the agenda. Aaron Deetz second the motion. Agenda was approved for May 3, 2021
3. Approval of the 4/19/2021 Minutes and Participation List	Votes: May 3, 2021 <ul style="list-style-type: none"> Yes -8 No -0 Abstentions-5 	<ul style="list-style-type: none"> Christine Herrera motioned to approve the minutes. Abigail Patton second the motion with edits. Minutes were approved for April 19, 2021.
4. Standard Draft check in: What is the status of each Standard?	a. Who is the point of contact for the summer 2021, if questions come up? <ul style="list-style-type: none"> Standard IA, IB- Robert Nakamoto, Jennifer Lange. Standard IC- Megan Parker. John reviewed evidence, needs to revisit section IVB. Standard IIA- Safiyyah Forbes. Met with Deonne last Friday. John reviewed/helped with evidence. Standard IIB- Abigail Patton. Files are all linked in the narrative. Standard IIC- Debbie Trigg. Met with Deonne last Friday. Needed additional information in outcomes and assessment. Standard IIIA- Matt Kritscher. Difficulties with the correct navigation of the Google folders. Deonne reviewed it and it looks clean. Standard IIIB- Christine Herrera, Kevin Kramer. John has helped with the evidence and linking. Team will meet to cut it down, currently at nine pages. Will condense the file. 	<ul style="list-style-type: none"> Heather and Deonne collected phone numbers for contacts.

	<ul style="list-style-type: none"> • Standard IIIC- Morgan Butler. Turned in the second draft, waiting for feedback. Waiting for evidence from Kevin Kramer. • Standard IIID-Heather Hernandez. Writing finished. Received content from VC Jonah Nicholas. Jonah will send in his evidence. Angela has assisted with his evidence. John met with them. Should be finalized by next week. Over seven pages. • Standard IVA- Yvonne Wu Craig. Cleaning up narrative. Two sub sections to finish up. The draft of the narrative will be done by tomorrow. John went in and changed the PDF file names of our evidence, left is to cross reference the names with the narrative and match them up. Over pages by five pages. Narrative will be done by tonight. 	
5. Chabot Website update	<ul style="list-style-type: none"> • Met 10 days ago and had a conversation about the process. • It was recommended that the committee email, the Vice Presidents, Deans, and Directors and ask them to take responsibility for the broken links and accuracy of the web pages that are associated with their areas. • Thoughts on the best way to proceed with cleaning up the website for broken links and old and outdated information? • Dean Cooks created his own Google survey for his area and asked his team to report broken links, issues, etc. • We need the websites accurate and no broken links. • In the Google docs folder there's an area to put items that need to be fixed. • John added the Google doc link in the chat. 	
6. Steering Committee Assessment: Time to fill out the survey?	<ul style="list-style-type: none"> • Committee members spent time during the meeting to complete the survey. 	
7. Deonne and John - Who needs a conference?	<ul style="list-style-type: none"> • Contact Deonne directly to set a time to meet. • Per Deonne please add the date at the top of the document to identify the last date you edited the document. This will highlight the last time the document was worked on. 	
8. Tentative Fall 2021 Accreditation Steering Committee calendar:	<ul style="list-style-type: none"> • 1st and 3rd Monday of the month. Starting in the middle of August 2021. Time: 3-4:30pm. 	

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