Accreditation Work Group
Monday, August 28, 2017
Minutes

Members Present: Jennifer Vega La Serna, Deborah Nolan, Anne Morris, Stan Carrizosa, Christine Statton, John Bratsch, Steve LaMar, Sarah Harris, Cindy DeLain, Pura Cordero, Marla Prochnow, Nicole Schafer, Brent Calvin, Ryan Barry-Souza, Lauren Fishback, Stan Carrizosa

Absent:

Additional Attendees: None

1. 5/8/2017 minutes were approved.
   • The meeting was called to order at 3:10pm and the meeting minutes from May 8, 2017 were reviewed and approved.

2. Workgroup Membership
   a. Vacant Positions
      • The workgroup discussed filling a vacant Administrator position under Standard I subcommittee.
      • Stan will reach out to potential new members.

3. Workgroup Fall 2017
   • The writing team provided an update on the progress of the draft of the Self-Evaluation. Drafts of each standard will be distributed to the workgroup for review and feedback and a COSeNews will be sent out for District wide feedback.
      a. The workgroup referred to a list of responsibilities for the upcoming Academic Year, those responsibilities include:
         • Reading, editing, providing feedback on drafts of self-evaluation
         • Quality Focus Essay
         • Preparing the January summit in partnership with Academic Senate
         • New hires – training on Accreditation
         • Marketing campaign for Accreditation Site Visiting Team
         • Mock interviews and site visit check list
         • Site visit preparation and details
         • Presentations for the governance groups
         • Presentations for the public and the Board
      b. Feedback from District on Self-Evaluation Drafts
         • The workgroup reviewed a drafted survey monkey that will be distributed in a COSeNews for District wide feedback.
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4. Review Standard I, Draft 1
   a. Feedback from workgroup members on Standard IA, IB, IC.
      • The workgroup went through Standard I, Draft 1
      • COSeNews will be distributed District wide for feedback on Standard I, Draft 1

5. Review Data Elements
   a. Referencing data in the Self-Evaluation
      • The workgroup reviewed the naming conventions for data collection for the self-evaluation.

6. Evidence Team
   a. Recruitment update
      • The members of the evidence team were reviewed. Still recruiting one more member for additional support.

7. Institutional Memory Bank
   a. Tagging data in SharePoint
      • The workgroup reviewed ways to tag evidence using SharePoint
   b. Training dates and times
      ▪ September 8th – 10am-11am (PCR)
      ▪ September 11th – 2pm-3pm (PCR)
      ▪ September 18th – 2pm-3pm (PCR)

8. Standing Items
   a. Training reports/feedback
   b. ACCJC updates – letter from ACCJC & Updated manual
      • Jennifer reviewed the July and August Accreditation Board Reports
   c. Training opportunities
      • Site visits during Spring 2018
         ▪ Sarah and Pura are interested in Site Visits
      • ACCJC Workshop Fall 2018
         ▪ Potential visit from Vice President at ACCJC, for a workshop here at COS.
   d. Website
      • The workgroup discussed revamping the Accreditation webpage and a small team will work on this project during this semester.

Fall 2017 Tentative Next Meeting Dates:
   • September 18
   • October 16
   • November 6
   • December 4

Meeting adjourned at 4:40pm. Confirmed next meeting September 18, 2017. – Summarized by Lauren Fishback