

**Accreditation Steering Task Force   
Minutes**

**Tuesday, December 15, 2020**

**11:00 a.m. to 12:00 p.m.**

**Zoom**

**Present:** Amanda Bauer, Brock McMurray, Deb Daniels, Heather del Rosario, Jessica Grimes, Leslie Minor, Severo Balason, Sharyn Eveland, Xiaohong Li, Terri Smith, Marianne Bishop, Amar Abbott, Joe’ll Chaidez, Windy Martinez, Rafael Andrade and Vicki Jacobi

**Absent:** Greg Hawkins

**Secretary:** Brandy Young

**Review Last Meeting’s Minutes**

Minutes reviewed with no comments.

**Subcommittee Chair Report and Editing Team**

All Subcommittee work has been completed and the document is now in the editing stage. The draft has been reviewed by key leadership and will now go to a special team of editors for review of “voice” and content. The team consists of volunteers; Jessica Grimes, Vicki Jacobi, Susan Groveman, Sherry Horn-Bunk and Sharyn Eveland. This team will review the draft over the next month. Once complete, the draft will go through a final edit by an outside professional editor who is experienced in Accreditation. This will take place in January. The daft will also be shared with the campus community for review and feedback.

**Quality Focus Essay**

The Quality Focus Essay will be written by Leslie Minor and Severo Balason. Once the ISER has been completed it will be reviewed to identify gaps. It was decided that the essay will be on Equity and Diversity. The essay will focus activities supporting the efforts to provide an equitable environment for students. Current efforts are being made by faculty, the Student Equity Achievement Program (SEAP), the Diversity, Equity and Inclusion Task Force, as well as the Guided Pathways framework. The QFE will showcase current multiple projects and also outline future projects.

**Next Meeting**The next meeting will be on Tuesday, January 19, 2021 via Zoom.

Respectfully submitted by Brandy Young, ASTF Secretary