

**Accreditation Steering Task Force
Minutes**

**Tuesday, February 18, 2020**

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

**Cougar Room**

**Present:** Vicki Jacobi, Xiaohong Li, Heather del Rosario, Amanda Bauer, Jessica Grimes, Severo Balason, Marty Morales, Joe’ll Chaidez, Leslie Minor, Amar Abbott, Sharyn Eveland

**Absent:** Adam Bledsoe, Andy Prestage, Brock McMurray, Deb Daniels, Terri Smith, Windy Martinez

**Secretary:** Brandy Young

**Update from Subcommittee Chairs**

* Standard I A, B, and C – Severo said that the subcommittees for Standard I have not met yet. They are still collecting evidence.
* Standard II A and B – Leslie stated these subcommittees are scheduled to meet and will work on the data entry and provide feedback.
* Standard II C – Windy stated that this subcommittee has met and they have identified who will be writing specific sections. Windy will be meeting with those who will be co-writing. They will meet on March 2nd. They have established a timeline.
* Standard III A – Heather stated that this subcommittee has not met, but members of the subcommittee have discussed the standards and have identified evidence. They will meet next week to discuss the writing piece.
* Standard III B and D – Amanda stated that both subcommittees have met several times. They are finished collecting evidence and have begun writing their sections. They will meet in the beginning of March and have first drafts completed.
* Standard III C – No update was given.
* Standard IV – Amar stated that this committee will begin the writing process after the training. They have collected most of their evidence. They will work on outlines. Sharyn stated that a lot of update work is going on with the Board Policies and Administrative Procedures.

Discussion Items:

* It was recommended that subcommittee chairs email Xiaohong with any identified gaps in evidence prior to each ASTF meeting so that it is addressed.
* Jessica pointed out that some evidence may not be “in-house” and asked if it is still appropriate to use; the answer is yes – it can be used as evidence (as a reference in demonstrating a process).
* It is important that not just one individual be a reference for a particular process – we have organizational structures that have a responsibility to look at and consider – make recommendations. If there are gaps in evidence then these questions should be directed to those groups/committees.

**Next Step: Discuss the Timeline**

The timeline has been updated to reflect the change in when the ISER will need to be completed. TC will not have to participate in the pilot ACCJC Team ISER review six months prior to the Focused Site Visit. This was originally scheduled for spring 2021. We now have more time to work on the report. The Academic Senate will need to review the report. This will be added to the timeline prior to Board Approval.

**New Accreditation Website**

The new Accreditation website is now published and can be found via the IR website. All ACCJC webinar dates will be added to the timeline posted on that page. All ACCJC reports and documents are published on the website. If there are any suggestions from the ASTF, please notify Brandy.

**Next Meeting**The next meeting will be on Tuesday, March 17, 2020

Respectfully submitted by Brandy Young, ASTF Secretary