

**Accreditation Steering Task Force   
Minutes**

**Tuesday, September 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, Marianne Bishop, Amar Abbott, Joe’ll Chaidez, Marty Morales, Windy Martinez, and Vicki Jacobi

**Absent:** Greg Hawkins

**Secretary:** Brandy Young

**Review Last Meeting’s Minutes**

* Corrections – Leslie will not be writing Standard IIC. This was an error in the minutes.

**Update ISER Timeline**

* Select Subcommittees finish writing and editing sections – November 30, 2020
* ASTF completes final report draft – February 28, 2021
* College Community reviews final report draft
* ASTF finalizes final report content
* Academic Senate Council - March
* Academic Senate of the Whole Approval – April
* Governance Council Approval – May
* Board Approval of final report by June 15, 2021
* IR finalizes evidence repository by June 30, 2021
* IR submits final ISER to ACCJC and Site Visit Team by July 26, 2021
* Site Visit September 27 – 30, 2021

**Current Status of the First Draft and Next Step: Editing**

A shared drive has been created for all subcommittees to save their drafts in subfolders. Subcommittees will begin reviewing all the drafts on a rotating schedule. Deb will create a timeline and send out to the groups. The goal is to make sure all the Standards are written with consistency. Subcommittees will continue to trade Standards until all have been reviewed by each group. Comments and edits will be reviewed upon completion of the rotation. The compiled ISER draft will be edited again in early January for voice and grammatical consistency.

**Subcommittee Chair Report**

Severo: Standard IA, B, and C – He is reviewing edits and evidence to ensure it’s there. Thanked Sharyn Eveland and Michelle Oja for assisting with Standards B and C.

Leslie: Standard IIA and B – Standard IIB draft is completed and subcommittee members have reviewed. Standard IIA is almost complete. Finishing up the final analysis.

Windy: Standard IIC – The draft is finished but there are some gaps that will be updated. Need to confirm if we still offer certain services and supports and how we do so. Will be sent out to subcommittee for feedback.

Heather Standard IIIA – The draft has been submitted and subcommittees are still reviewing.

Brock: Standard IIIB and D – Drafts are complete and evidence has been submitted.

Xiaohong: Standard IIIC – The draft is complete and subcommittee members are reviewing the document to confirm all the technical information is correct.

Deb: Standard IV – The draft is complete and submitted. Some re-editing will be done.

**Leslie and Severo Update QFE (Quality Focus Essay)**

Leslie and Severo will review the draft ISER and identify any gaps. This will be the topic of the QFE.

**Newsletter – Standard Spotlight/Sample Visiting Team Questions**

The IR office will continue to send out the Accreditation Newsletter. Xiaohong asked for ideas on what should be put into the newsletter. It was suggested that one of the Standards be used as a spotlight. Another suggestion was to provide a bird’s eye view of the ISER and provide a brief summary of each standard.

**Next Meeting**The next meeting will be on Tuesday, October 20, 2020 via Zoom.

Respectfully submitted by Brandy Young, ASTF Secretary