



**Accreditation Steering Task Force  
Minutes  
Tuesday, September 17, 2019  
11:00 a.m. to 12:00 p.m.  
Cougar Room**

**Present:** Brock McMurray, Amanda Bauer, Vicki Jacobi, Amar Abott, Marty Morales, Severo Balason, Andy Prestage, Joe'll Chaidez, Adam Bledsoe, Leslie Minor, Terri Smith, Sharyn Eveland, Xiaohong Li, Deb Daniels, Heather del Rosario, Jessica Grimes and Windy Martinez

**Absent:** Greg Golling and Greg Hawkins

**Guests:** None

**Secretary:** Brandy Young

The meeting was opened by Xiaohong Li. She gave a brief introduction and warm welcome. It was stated that this committee is more like a task force and will be referred to as one from now on. A short overview of the responsibilities of the Accreditation Steering Task Force (ASTF) was given. The membership consists of the Strategic Planning Committee members as well as key departmental leadership on campus.

**Review Accreditation Committee List (Now referred to as Accreditation Steering Task Force- ASTF)**

The Accreditation Steering Task Force membership list was reviewed and approved with no change. The title will be modified to represent the new name of the task force.

**Review Accreditation ISER Timeline**

The timeline was reviewed and approved with the following change:

- Subcommittees review and collect appropriate data and other evidence *and address gaps in evidence*

Dr. Daniels will send out an email to the campus community announcing the commencement of the Accreditation Self Evaluation process and also put out a call for volunteers to participate on ASTF subcommittees.

**Review Institutional Self Evaluation Process**

A handout was distributed titled: Institutional Self Evaluation Process.

Key points of discussion:

- Clarification of sub-committee structure
- Communication between subcommittees
- It is up to the task force how subcommittees will be built

- Subcommittee membership will be made up of interested volunteers throughout the campus community. Different approaches will be used to encourage participation.

### **Overview of the Standards – Sharyn Eveland**

A handout was distributed titled: Interpreting the Standards.

Key points of discussion:

- Why we have Accreditation – explanation of the structure of WASC and ACCJC
- Went over each Standard, I through IV, following the handout

### **Subcommittee Role and Responsibility**

The role and responsibility of the subcommittee is broken down into three phases:

1. Evidence: Build the repository of evidence and develop a consistent naming convention
2. Look at the evidence and start writing using the best “quality pieces”, our story
3. Edit and finalize the report

A suggestion was made to develop a form/checklist for each subcommittee to follow in order to maintain consist work among committees. Dr. Daniels will create the form and it will be distributed during the training sessions.

### **Subcommittee Chair Training**

Points of discussion:

- Mindview will be installed on all Subcommittee Chair computers
- Amar Abott and Marty Morales will provide the training
- Xiaohong and Sharyn will coordinate the training
- An initial Mindview Overview session will be held for Subcommittee Chairs
- Specific follow-up training will be held for smaller groups broken down by Subcommittee

**The next meeting of the ASTF will be on October 15, 2019 at 11:00 a.m. in the Cougar Room.**

Respectfully submitted by Brandy Young, ASTF Secretary