

## **Accreditation Meeting Summary**

**Wednesday, September 5, 2018**

**3:00 – 5:00 p.m.**

**BE-119**

### **I. Updates**

1. Standard Lead Team Meeting Times (Canvas)
2. How to Check a PDF for Accessibility
3. Monthly Team Progress Reports to President
  - a. Electronic copy of reporting form
  - b. Agendas and minutes from meetings
  - c. Meeting schedules

Shawna asked the teams to continue sending their meeting schedules to Julie so that the information can be posted on Canvas.

Shawna reminded the committee to use the updated file naming protocol for evidence, and to save all documents as PDF files. She also provided an overview of how to check PDF files for accessibility. A guide is also posted on Canvas.

Shawna stated that monthly team progress reports are to be submitted to Dr. Fierro. She asked the teams to post an electronic copy of their reporting forms, meeting agendas and minutes, and meeting schedules onto Canvas. She will also use other uploaded files, such as evidence, for the reports and will contact leads if she needs more information.

### **II. Standard IIB Report: Library**

1. Co-Leads: Shawna Baskette, Quinn Doan, Monica Lopez

Monica stated that the team created a checklist using Google Docs so that any team member can populate updates as they upload evidence. This also helps the leads identify gaps in evidence. She stated that the team would like to meet with the II.C. Student Support Services team to review potential overlaps. Shawna asked the committee to send her information about any additional learning support services, such as tutoring, provided by departments and divisions.

### **III. Standard IIC Report: Student Support Services**

1. Co-Leads: Terrie Lopez, Armando Soto, Yvette Tafoya, Kim Westby, Danylle Williams-Manser

Terrie stated that the team completed much work during summer and divided the Standard into subsections. The team has been collecting evidence and will contact appropriate managers for department data such as student satisfaction surveys. The team plans to meet twice a month and do not need additional resources at this time. There may be some overlap with I.B.

Academic Quality, and the teams will work together to make sure their narratives are consistent.

**IV. Standard IIIA Report: Human Resources**

1. Co-Leads: Adriana Flores-Church, Tim Juntilla, Donna Sheibe

Tim stated that the team created its own Canvas page to upload materials. Subsections were assigned to writing team members and the leads are reviewing progress. The first drafts of subsection narratives are due September 21.

**V. Team Leads Meet with One Another**

The teams met with each other and discussed their assignments.