

## Accreditation Meeting Summary

Wednesday, September 19, 2018

3:00 – 5:00 p.m.

BE-119

### A. Updates

1. How to make a PDF from a screen shot accessible (D-link)
2. Accessibility assistance available in CTX  
Monique Valencia [mvalencia@cerritos.edu](mailto:mvalencia@cerritos.edu) ext. 2797  
Assisted by: Janet Yanez, Tammi Mohr
3. Narrative Example: Standard IIIA.8
4. Scheduled Optional Working Sessions  
Proposed Tues/Weds 11am – 1pm Oct-Dec
5. Reminder: Monthly team progress reports to President (9/21, 10/19, 11/16, 12/14)  
Send to Shawna or place in Canvas folder:
  - a. Electronic copy of reporting form
  - b. Agendas and minutes from meetings
  - c. Meeting schedules
  - d. Updates from your last report

The updated [Guide to Institutional Self-Evaluation, Improvement, and Peer Review](#) has been posted on the ACCJC website. Shawna distributed two versions of draft narratives for the committee to review. The formats differ in that one uses a bullet style and the other follows a traditional paragraph style. The committee discussed pros and cons for both styles, and Shawna stated that she has requested feedback from our ACCJC liaison. Since we are one of the first colleges following the new guidelines, there are no examples from other institutions.

Shawna stated that the teams should create a table to list evidence, including a reference number, file name, and document title. They should be listed in order of reference within the narratives. Evidence should be listed by the reference number, in parenthesis, until the final draft is developed.

Shawna has contacted the CTX and Monique Valencia is available to help teams create accessible PDF files.

Shawna also stated that she has reserved a computer lab and conference room in the BE building so that teams can work in a location other than their workstations. She also stated that she is available to speak to managers if staff feel that they need to adjust their work schedules

to work on their assignments. Kristi stated that the IERP conference room is also available for use.

- BE-121 is a computer lab and it is available every Tuesday and Wednesday from 11:00 a.m. – 1:00 p.m. beginning September 25.
- BE-118 is a conference room and it is available on most Tuesdays and Wednesdays from 11:00 a.m. 1:00 p.m.

Shawna reminded the committee that monthly team progress reports are to be submitted to Dr. Fierro, and to post an electronic copy of 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.

#### **B. Standard IIIB Report: Physical Resources**

1. Co-Leads: Shannon Kavaney, David Moore, Julie Mun

David stated that Tom Gallivan has joined the writing team to assist with the safety related portions of the standard. The team is meeting every second and fourth Friday of the month at 11:00 a.m. They have identified a list of evidence, reviewed examples from other colleges, and are beginning to draft narratives. They will also review the recent changes to the proposed sources of evidence list.

#### **C. Standard IIIC Report: Technology Resources**

1. Co-Leads: Phuong Nguyen, Patrick O'Donnell, Maricela Pedroza

Maricela stated that the team has been meeting weekly and has identified areas where they need more evidence. They enlisted the help of Cynthia Alexander and April Shin to provide information pertaining to technology and how it affects online and DSPS staff and students, and how technology is selected. They will also reach out to CIS faculty for more information.

#### **D. Standard IIIC Report: Financial Resources**

1. Co-Leads: Felipe Lopez, Scott O'Neil, Rebecca Pang

Felipe stated that the team implemented a new meeting schedule for fall. Collection of data and evidence, primarily meeting agendas, minutes, financial reports, policies, etc., has begun. Draft narratives are in progress and they will be reviewing the many changes to the suggested sources of evidence.

#### **E. Team Leads Meet with One Another**

The teams met with each other and discussed their assignments.