

## **Accreditation Meeting Summary**

**Wednesday, November 7, 2018**

**3:00 – 5:00 p.m.**

**BE-119**

### **A. Standard IIC Report: Student Support Services – 2<sup>nd</sup> Report**

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

Danylle stated that the team meets every Tuesday from 10:00 – 11:00 a.m. in MP-203. They have been uploading evidence and meeting minutes to Canvas. She stated that she will contact Kristi to pull data for some of their subsections. There is potential overlap with Standard IIB regarding programs and services evaluation processes, and the team will review evidence for both standards to ensure they do not contradict each other.

### **B. Standard IIIA Report: Human Resources – 2<sup>nd</sup> Report**

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

Adriana stated the team is doing a great job and has divided work based on areas of expertise. There are 14 subsections, and 8 subsections are at least 75% complete with narratives and evidence. The team requires no additional assistance and feels comfortable with the evidence collected.

### **C. Standard IIIB Report: Physical Resources – 2<sup>nd</sup> Report**

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

Shannon stated that two draft narratives are complete, and evidence is being collected and organized. The team is scheduled to meet during November and early December to complete and clean up narratives, and finalize the evidence list. No additional assistance or resources are needed at this time.

### **D. Accessibility – Scanned PDF**

Michelle shared an example of a scanned document and displayed how to run an accessibility check in Acrobat. Images require alternate tags and descriptions. She stated that she will create and post guidelines on Canvas after review with Tim and Cynthia Alexander. She stated she is available for assistance at any time. Michelle also noted that meeting minutes should be posted after checking for accessibility, and asked the committee to help spread awareness.

Shawna stated that Tammi Mohr has been reviewing PDFs uploaded to Canvas for accessibility.

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

The teams met with each other and discussed their assignments.

## Reminders

1. Accessibility assistance available in CTX  
Monique Valyncia [mvalencia@cerritos.edu](mailto:mvalencia@cerritos.edu) ext. 2797  
Assisted by: Janet Yanez, Tammi Mohr
2. Scheduled Working Sessions (optional)  
Room BE-121 Tues/Weds 11am – 1pm Oct-Dec
3. Monthly team progress reports to President (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

## Next Meeting:

Wednesday, December 5<sup>th</sup> 3-5pm BE-119

Standard IIIC 2<sup>nd</sup> Report: (Team Leads: Patrick O'Donnell, Maricela Pedroza, Phuong Nguyen)

Standard IIID 2<sup>nd</sup> Report: (Team Leads: Felipe Lopez, Scott O'Neil, Rebecca Pang)

Standard IVA 2<sup>nd</sup> Report: (Team Leads: Rick Miranda, Nick Real, Michelle Lewellen, Rachel Samarin)