

## Accreditation Meeting Summary

Wednesday, October 3, 2018

3:00 – 5:00 p.m.

BE-119

### A. Updates

#### 1. Narrative Example: Standard IIIA.8

Shawna stated that at the September 19 meeting, she distributed two versions of draft narratives for the committee to review, and was waiting for feedback from our ACCJC liaison. Feedback was received and incorporated into the updated template. The template narrative was created to assist teams as they develop narratives for each standard, based on the evidence they have collected. The template is also posted on the Canvas Accreditation site.

When creating narratives, teams should rephrase the question, in different words, and highlight the evidence documents. A short description of each piece of evidence and why it shows that we meet the standard should be included, followed by a short analysis and evaluation. She reminded the committee that evidence should be listed by the reference number, in parenthesis, until the final draft is developed.

### B. Standard IVA Report: Decision-Making Roles and Processes

#### 1. Co-Leads: Michelle Lewellen, Rick Miranda, Nick Real, Rachel Samarin

Nick stated that the team met with Kristi during summer to review evidence, and have met mostly online. Robust drafts for sections 1-4 have been completed, and they are working on sections 5-7. They have collected more than 100 pieces of evidence and do not need assistance or additional resources at this time. There will be overlap in evidence with other standards, but there is no overlap in the standard itself.

### C. Standard IVB Report: Chief Executive Officer

#### 1. Co-Leads: Patricia Robbins Smith, Silvia Varela

Patricia stated that the team is meeting every other week, and has been collecting much evidence. A list of the evidence has been posted on Canvas. The team will remove unnecessary evidence as it continues to work on the narratives. She stated that she will contact Kristi for assistance in determining which specific sections of college plans and documents are needed for the standard. They have not identified any areas of overlap at this point in time.

#### **D. Standard IVC Report: Governing Board**

1. Co-Leads: Alva Acosta, Gary Pritchard

Gary stated that the leads met with Kristi during summer to review data. The team has been able to find all of the evidence on the website. No assistance is needed and there are no areas of overlap with other standards.

#### **E. 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 (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

Shawna reminded the committee that Monique Valencia is available for assistance with accessibility issues. She also reminded the committee that open working sessions have been scheduled in BE-121 and BE-118 so that teams can work in a location other than their workstations.