

Accreditation Meeting Summary

Wednesday, January 30, 2019

3:00 – 5:00 p.m.

BE-119

A. Welcome

B. Peer Review Training

Michelle stated that the purpose of the peer review is to establish who we are, what we do, and how well we do it. It will also help us identify strengths and weaknesses, and provide suggestions for improvement. She discussed expected training outcomes, expectations of peer reviewers, and building team connections and preparation.

Rick described his experience participating on a site visit team and stressed the importance of utilizing a mission-centered approach. Evidence should be clear and prominent, and the writing should briefly and coherently explain what the evidence presented is supposed to be evidence of, and why it was chosen over other potential sources of information. Teams should clearly state how each piece of evidence illustrates that the college meets the standard. Also, the *best* evidence should be presented, not necessarily *all* evidence. The more clearly we write, the easier it is for the team to evaluate us. Information and evidence should also be easily found. Conducting the peer review will facilitate constructive recommendations.

C. Peer Review Schedule and Accreditation Draft Update

Michelle reminded the teams to schedule meetings outside of committee meetings to conduct their peer reviews. Reports are scheduled for the February 20 and March 6 meetings. Teams should share their schedules with the Accreditation co-chairs, who will attend at least one peer review meeting.

D. Accessibility for WORD

Michelle stated that a tutorial can be accessed on Canvas. She stated she is available for assistance at any time.

E. Accreditation Spring Schedule

Michelle distributed the spring meeting schedule, which is also posted on the committee webpage. The committee will meet monthly instead of bi-weekly, and the full committee membership is required at each meeting.

Next Meeting:

Wednesday, February 20, 3-5pm BE-119