



## Accreditation Work Group

### Minutes for Tuesday, June 21, 2022

2:30 p.m. – 4:00 p.m.

Meeting held via Zoom

#### Members Present (29):

Alejandro Jazan, Amanda Phillips, Andrew Kretz, Caroline Maloney, Christina Dodough, Christina Tafoya, Corbyn Wild, Diana Galindo, Diana Guijarro, Donna Greene, Douglas Benoit, Felix Marhuenda-Donate, Gloria Issa, Jermaine Cathcart, Jessica Enders, Jin An-Dunning, Kim Dozier, Kristie Camacho, Martha Garcia, Michael Gayle, Michael Silveira, Reid Sagara, Roxanne Brazell, Sai Vang, Sara Butler (Accreditation Liaison Officer/Administrative Co-Chair), Señorina Saldivar, Stuart Davis, Terri Wilson, Tony Carrillo

#### Members Not Present (8):

Andrea Calderon, Chris Jones-Cage (Faculty Co-Chair), Crystal Loudon, Daniel Aucutt, Dean Papas, Jeff Baker, Marvin Gabut, Oscar Espinoza-Parra

#### Recorder:

Jeff Larson

#### Meeting Minutes

##### 1. Call to Order | Welcome

- The meeting was called to order at 2:33 p.m. by Sara Butler. Quorum was present.
- She shared links to [ACCJC resources](#), including the ISER template, as well as a link to the current [Accreditation cycle webpage](#) on the college website.

##### 2. Action Items

- 2.1 Approval of June 21, 2022, Agenda
- The agenda was approved as presented.

2.1. Follow-up Items

2.1. Task of

2.1. Due by

None		
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- 2.2 Approval of April 19, 2022, [minutes](#)

- The minutes were approved as presented.

2.2. Follow-up Items	2.2. Task of	2.2. Due by
Post finalized minutes online	Jeff Larson	06/21/2022

### 3. Information/Discussion Items

#### 3.1 Microsoft Teams Site: Michael Gayle

- Michael Gayle provided a brief introduction to the Microsoft Teams site he created to facilitate work and collaboration among the members of the work group.
- Members asked questions about the use of the site.
- At the end of the work group meeting, Michael provided additional basic training on how to use the Teams site for interested members.
- For those who want to access the Teams site, you can log-in [here](#). There is also the option to access the Teams site via a [desktop app](#).

3.1. Follow-up Items	3.1. Task of	3.1. Due by
Utilize the Microsoft Teams site	Members	Ongoing

#### 3.2 Institutional Self-Evaluation Report (ISER) Template Guidance

- Sara Butler shared a sample standard (II.A.13) using the ISER template.
- She explained how to draft the standard, and suggests finding evidence that support the standard first before writing the narrative. Writing the narrative before locating the evidence can lead to a lot of additional work.
- Standard co-chairs will be able to find much of the evidence themselves, but also should utilize colleagues on campus to find specific evidence.
- In the finished product, evidence will be provided as attachments, not as hyperlinks.
- Christina Tafoya spoke about the working document drafted by the Standard IV team members, sharing insights on their process and approach.

3.2. Follow-up Items	3.2. Task of	3.2. Due by
Utilize ISER template to draft standard narratives	Standard co-chairs and members	Summer/Fall 2022

#### 3.3 Time Commitment

- Sara Butler spoke about the time commitment for the work to be conducted. It really depends on the particular standard, so it is not possible to offer an estimated number of hours per week.
- Hours for faculty will be reported on their appropriate timesheet:
  - [Full-time faculty](#)
  - [Adjunct faculty](#)
- Faculty should submit their timesheets to Jeff Larson for handling. The Accreditation budget code needs to be added to each form so that departmental budgets aren't charged. He will then forward the timesheets to Payroll, copying the faculty member when doing so.
- The deadline to submit the ISER is December 15, 2023. We are working backward from that date in order to locate the evidence, to write the standard narratives, to edit the narratives into a cohesive whole, and to move the finalized ISER through the college's shared governance approvals process.

3.3. Follow-up Items	3.3. Task of	3.3. Due by
Submit timesheets for hours worked	Faculty members of the work group	Summer 2022

### 3.4 Questions & Answers

- "Less is more" is a good rule of thumb for evidence. Find the best two items of evidence to use. It is good a good idea to provide a diversity of sources. Evidence should represent a variety of departments, programs, disciplines, and schools, as appropriate.

3.4. Follow-up Items	3.4. Task of	3.4. Due by
Contact Sara Butler with additional questions	Members	Ongoing

### 3.5 Standard Team Time

- Work group members were moved into breakout rooms to work with their standard co-chairs and other standard team members. Standard teams worked together in their breakouts for 30+ minutes.

3.5. Follow-up Items	3.5. Task of	3.5. Due by
Continue work to locate evidence and draft standard narratives	Standard teams	Summer/Fall 2022

#### **4. Adjournment**

- The meeting adjourned at 4:00 p.m.

#### **Next Meeting**

To be determined