



## Accreditation Steering Advisory Group

2017-2018 Academic Year

### Meeting Notes

April 4, 2017 ~ 3:00 p.m. – 4:30 p.m.

**Members:** ALO: Kim Hoffmans; Faculty Co-Chair: Eric Martinsen

Vice President of Academic Affairs (Accreditation Liaison Officer and Chair – Selected by advisory group), Vice President of Student Affairs, Vice President of Business Services, Dean of Institutional Equity and Effectiveness, Academic Senate Executive Committee members, ASAG Faculty Co-Chair, Basic Skills Advisory Group Co-Chairs, Budget Resource Council Co-Chairs, Classified Senate Executive Board members, College Planning Council Co-Chairs, Curriculum Committee Co-Chairs, Deans of Student Learning, Facilities Oversight Group Co-Chairs, Institutional Researcher, Librarian, SLO Advisory Group Co-Chairs, Student Success Committee Co-Chairs, Professional Development Advisory Group Co-Chairs, Technology Advisory Group Co-Chairs, Distance Education Advisory Group Co-Chairs, Equity Advisory Group Co-Chairs, SSSP Advisory Group Co-Chairs, CE Advisory Group Co-Chairs, ASVC Representative

**Guests:** none

**Recorder:** Sebastian Szczebiot

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>	K. Hoffmans called the meeting to order at 3:00 p.m.			
<b>B. Public Comments</b>	ACCJC Follow-up Report 2018			
<b>C. Approval of Minutes: Oct 2017</b>	K. Hoffmans asked for any corrections and/or amendments to the minutes as presented. There were none. Minutes were approved via consensus.			
<b>D. Announcements/ Information Items</b>				
<b>E. Discussion Items</b>				
<b>1. Follow – Up     Report</b>	ACCJC has acknowledged receipt.			
<b>2. Goals and     accomplishments</b>	Goal 1 – Use Share Point? We also need to institutionalize the habit to store evidence here.  Goal 2 – Completed! THANK YOU FELICIA AND RHONDA!			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Goal 3 – Carry over.</p> <p>Tentative Goal – Forming Standard groups.</p>			
<p><b>3. Next Steps</b></p>	<p>Forming Standard groups and Lead Groups first step should be recognizing what evidence they will need.</p> <p>Consistent language and consistent document naming – start with dates.</p> <p>Roman Numerals helped with linking to evidence.</p> <p>Two separate archives: one final clean archive, and one working file. An evidence control team?</p> <p>Maintaining ongoing records and evidence is also evidence itself.</p> <p>Standards for meetings on two fronts: one – please have a standing agenda item, two – please send us what you got!</p> <p>Need naming convention/Kim will bring general taxonomy that was used at Fullerton</p> <p>Grant will recycle share point.</p> <p>Trichair for ASAG – Seb to ask Classified Senate for recommendation.</p>			
<p><b>4. Meeting Takeaways</b></p>	<p>See above</p>			
<p><b>F. Action Items</b></p>				
<p><b>1. Taxonomy/ Naming convention</b></p>	<p>Group needs to create and distribute for consistency</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>2. Leads in place</b>	Seb will send out list of previous leads to group.			
<b>3. SOP for evidence</b>	Needs to be developed.			
<b>G. Adjournment</b>	E. Martinsen adjourned the meeting at 4:30 p.m.			
<b>Next Meeting Date:</b>	Last meeting.			