



## **Accreditation 2020 Steering Committee Minutes**

April 27, 2018

ATEC 118 • 8:30-10:30 a.m.

1. Approval of minutes from Accreditation Steering Committee meeting, March 23, 2018
  - Motion to approve the Minutes of March 23, 2018. Dr. Jason Parks moves; Gail Zwart 2<sup>nd</sup>, motion passed (one abstention)
2. Thanks for work on gap analyses!

Standard committees formed discussion groups

- a. Overview of gap analyses
  - Standard IABC- Some meeting minutes are not uploaded to the website or are difficult to find.
  - Standard IIA- Things remain the same from the last update. They have submitted their gap analysis.
  - Standard IIB- Waiting on feedback for gap analysis.
  - Standard IIC-Waiting on feedback for gap analysis.
  - Standard IIIA-Right on task with their gap analysis. A piece of evidence is missing. The minutes are missing from one council on the website.
  - Standard IIIB- The committee is still working on the gap analysis, and when completed, they will submit the report right away.
  - Standard IIIC- The committee requested clarification about who is responsible of completing the work. They need to assign responsibilities among their members for generating and submitting the report.
  - Standard IVA-The committee has completed most of the gap analysis but it is missing a couple of items. The committee is having issues finding some information.

- Standard IVB-The committee will have a meeting today. They would like a naming convention so they don't have to make changes to the document. It was suggested to highlight the evidence within the actual documents.
- Standard IVC and D- During a meeting of the District Academic Senate, they decided to be in charge of writing the report. The committee will be asking different groups for information and/or suggestions.
- A committee member would like some guidance on how to handle a non-communicative member in the group. It was suggested to send an email to the member.
- As an accreditation committee, we need to make sure that the committee members clearly understand the expectations and responsibilities of being part of this group.
- Standard IIIA- The committee depends on getting information from the district website. Information on the website is not all up to date.
- Standard II B- A committee member informed everyone that the library completed a survey and they have the results. This information will be incorporated in the evidence portion of their standard.
- Accreditation Co-Chairs encouraged new members to always ask questions and stay on task.

b. What's a gap?

- It's a gap of evidence or organization.
- It's evidence that has not been published or we need to find or create the evidence.
- Dr. Lee provided some examples defining the term "gap" to committee members.
- Standard committees need to ask themselves: What we can do to improve and meet the Standard?
- We need to ask ourselves if we are accomplishing our mission statement with our strategic planning goals.

- The committees need to look at the processes we have in place so they can answer the questions they have.
- We need to think about how the college is meeting the standard and how we can improve it. This can be added to the narrative.
- Co-Chairs are reviewing the gap analyses for all standards.

c. Evidence updates

- Dr. Lee discussed the file naming conventions for committee members to utilize (handout).
- Several changes were made to the naming conventions format document. The names were depending on the evidence type.
- It was explained how to copy a link to include in the gap analysis. Also, the links need to be copied into the SharePoint evidence folder for each standard committee.
- The naming convention file will be placed in each standard committee folder.
- It was explained to put the information in the evidence folder with the highlighted evidence. The physical evidence should be placed in the folder and do not use a link for the website but a screen shot or pdf instead.
- Writing drafts and referencing evidence: Write in parenthesis title of evidence in accordance with naming convention and enter the evidence on your inventory (include link to original document).

3. Next step: the "drafty draft"

a. What to include--and not to include

- We don't have to do long narratives any more.
- Start with the evidence.

b. Steps from gap analysis to draft / Start with evidence

- K. Anderson discussed a few handouts that where given to committee members. One is an evidence list, Foothill College Institutional self-

evaluation Standard IIC, and the ACCJC manual for institutional self-evaluation. She highlighted the structure of the institutional analysis.

Evidence of meeting the standard is essential in each standard.

- The official list of the standards is in a word document that committee members can use.
- The important thing is the ‘what’s and how’s’: why are we doing it, how are we doing it.
- Look at how the college meets the standard. Start with the evidence and explain it.
- Look at whether or not and to what degree the institution meets the standard: How is the college reaching this conclusion? What we have done? And include the evidence. What are we doing well and what did we learn from it.
- K. Anderson explained that ACCJC is requesting a specific format and style for the report. She provided a style sheet for members to use for their reports.
- The timeline of deadlines was presented to committee members.
- K. Anderson encouraged everyone to ask faculty for feedback by June 8<sup>th</sup>.
- The gap analysis needs to be submitted by the end of June 2018.
- Timeline shows full draft (drafty draft) ready by fall 2018.

#### 4. Questions?

#### 5. Work time

Next Steering Committee meeting: May 25, 8:30-10:30 a.m.

### **Norco College Mission Statement**

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.