



**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 2nd, 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 were 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 8th.
- 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.

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