



Minutes of the Accreditation Steering Committee Meeting  
Tuesday, November 18, 2014, 11:00 a.m. – 12:00 p.m.  
Cougar Room

**Members Present:** Adrian Agundez, Eric Bérubé, Darcy Bogle, Agnes Equares, Vicki Jacobi,  
David Layne, Brock McMurray, Velda Pena, Terri Smith, Brandy Young

**Members Absent:** Sam Aunai, Dena Maloney, Jana Peters, Tony Thompson, Mark Williams

**I. Draft Mission, Vision and Values Statement ( Led by Eric Bérubé)**

- The Governance Council has approved the proposed Mission, Vision and Values Statements. These will now go to the Board for approval. The Accreditation Steering Committee had a brief discussion on how these items relate to the Accreditation Standards.
- One key point of discussion:
  - Regarding the areas of facilities and finances within the Standards, the Mission of Taft College was used as the “guiding light or step” in writing these sections.

**II. Proposed Strategic Action Plan Objectives (Led by Eric Bérubé)**

- The Strategic Action Plan has been distributed to the campus community for review and discussion. Any comments will be forwarded to Eric by November 24, 2014. The draft will be finalized on December 4<sup>th</sup>. The Accreditation Steering Committee had a brief discussion on how the Strategic Plan Objectives relate to the Accreditation Standards.
- Key points of discussion:
  - The Strategic Action Plan has a section that relates to facilities that “ties it all together.” This was used in writing the section within the Standard.
  - An example was used: The Strategic Action Plan objective states that a new Facilities Master Plan should be written and this was included in the writing of the section of the Standard.
  - Even though the Strategic Action Plan touches on areas within Standard I, it impacts the other Standards more.
  - The Strategic Action Plan objectives could be used as Actionable Improvements Plans within the document.

**III. Updates from Sub-Committees/Questions (Sub-Committee Chairs)**

- All Sub-Committee Chairs should have submitted their most recent draft of their Standards to the IR Office. The finalized drafts of all Standards are due on December 16, 2014. The draft will be submitted to the college community by January 12, 2015. The editing team will be developed and will start meeting in February 2015.
- Questions, Feedback and Obstacles from the Sub-Committee Chairs:
  - Electronic documents/evidence are almost ready.
  - Some sub-committees have lost team members due to position changes which have had an impact on completing the draft – there have been a few setbacks, but mostly are ready.

- Should hyperlinks be used/imbedded within the body of the document?
- Will hard copies be provided to the visiting team as additional evidence?
- We can use scanned documents as evidence.
- Should the evidence list be at the end of the section or imbedded within the paragraph?
- The editing team will make the final decision on how the evidence is presented within the document.
- Eric will check the Commission Guide to see how the evidence should be presented.
- Should visual documents be added to the document? For example charts, matrices/graphs that represent what has been written; a “bulk explanation”?
- What is the guideline to writing Actionable Improvement Plans?
  - If it is substantive; if we actually plan on doing it.
  - If it is something we’ve been doing since the mid-term report than it does not need to be written within the Actionable Improvement Plan.
  - If it is relatively recent, i.e., the development of the Student Success Committee and Access Committee.
  - Don’t create a “wish list”, keep it real.

**IV. Next Meeting: December 16<sup>th</sup>? (5 minutes)**

- Discuss Spring 2015 meeting schedule
  - The due date for the final draft to be submitted to the IR office has been extended to December 16, 2014.
  - The Committee will meet again on December 16, this will be the final meeting of the year.
  - The editing team will be formed by February. Some recommendations for the participants on the team are: Kamala Carlson, Jessica Grimes, Bill Devine, with Eric and Dena participating as well.

EB/by