

## ACCREDITATION STEERING COMMITTEE MEETING MINUTES

January 16, 2019, 2-3:30 PM

G1-301C

1. Present:
 

Jeff Hernandez (Senate Pres.)	Suzette Morales-Guerra (Counseling)
Kevin Jimenez (Public Information Officer)	Elizabeth Ortega (Social Sciences)
Minghuei Lam (Dean, Acad. Affairs)	David K Song (Fac. Accred Chair)
  
2. Meeting called to order @ 2:15 PM
3. October 25, 2018 Minutes Approved M/S/P (Hernandez/Morales-Guerra)
4. Announcements/Updates
  - a. New Public Information Officer Kevin Jimenez introduced himself to the Steering Committee meeting and will be assisting with the completion of some of the items from the Communication Action Plan going forward.
  - b. The next ACCJC Conference will be held in Burlingame, CA from April 30-May 3.
  - c. The District organized an accreditation conference call for all colleges on November 8, 2018.
    - i. ELAC's timeline from August is already aligned with the District's proposed timeline to complete the Midterm Report. The Midterm Report only needs to address improvement recommendations and not compliance recommendations. The District is currently working on addressing its improvement recommendations, most of which were fiscal in nature.
5. Action/Discussion Items
  - a. Midterm Report Planning/Assignments
    - i. The committee reviewed the proposed assignments for the Midterm Report. A draft should be completed by the end of September 2019 to allow for revision time and approval at required committees by December 2019.
    - ii. Current leads for each section of the report can identify collaborators that they would like to work with (for example, members of related committees) if needed. Second Vice-President of the Academic Senate Ken Chairprasert can assist with some of the narrative for the Communication Action Plan. Dean Babic is now overseeing Math and can potentially assist the Math Department with its QFE.
  - a. Steering Committee Bylaws
    - i. Recommended changes to the bylaws included:
      1. Changing the language to indicate that the ALO "may already be a designated member"
      2. Changing membership to include a second Academic Senate representative instead of a representative from the Counseling Department
      3. Clarify that additional voting members include both administrators and classified staff.
    - ii. Approved M/S/P (Hernandez/Morales-Guerra)
6. Next Meeting Date: Thursday, February 28, 2019 from 1:30-3 PM.