

In attendance: Stephanie Harrison (Dean, HS), Mike Miller (Deputy CFO), Jennifer Ferguson (Pro Dev, TLC), Kaylah Zelig (ALO), Cynthia Phillips (College Planning), Jeffrey Becker (English Faculty), Shannon Webber (Associate Director, FA), Johnathan McCorey (UMI Retention), Karen Danielson (Chair of Visual Arts)

1. We only met with concerns on 4B
  - a. We have work to do all across the board with assessment
2. The ALO has divided the work that needs to be completed in to a 4-year plan
  - a. The interim report is June 2018
  - b. We submit the assurance argument and federal compliance again in 2020
    - i. This plan has been approved by the executives
  - c. ALO is working on a spreadsheet on stakeholders for each item in need to addressing.
3. Discussion of the deadlines due this fall.
  - a. ALO is meeting with each fall 2017 project individually
    - i. In the future, that would be best for us to do these meetings as a committee.
4. What consequences will there be if people push back to the timeline?
  - a. The culture has been very responsive but...
    - i. We need to get information to the Director of Institutional Effectiveness early so that she can complete her parts on time.
5. What are the responsibilities of this committee?
  - a. All of our evidence and writing is preserved! YAY! But, we are responsible for updating the assurance argument and the federal compliance argument.
    - i. As a team, we need to work to identify which criteria must change and which won't change (or very little). For instance, 2 will change very little.
  - b. We also must follow through on the timeline.
    - i. We need to complete one full "loop" of addressing the concerns and demonstrate that we've assessed that process.
    - ii. We also need to follow through on the summaries of the criteria.
  - c. We have to create a process to update evidence
    - i. We will put the argument and federal compliance and evidence in office 360 via a share point.
  - d. People will be assigned criteria and interview the experts directly—face to face.
  - e. We need an updated style book so we are writing/addressing the criteria consistently and effectively.
    - i. Examples from our assurance argument need to be provided to the committee so that we can learn from the best examples.

1. We could also get examples from other schools.
    - ii. We should have meetings to assure that we've answered the question/criteria. Perhaps this could be sub-committee work?
6. How do we effectively and positively communicate that this is work is on-going and a team effort?
  - a. We need to create a culture of accreditation.
    - i. HLC (and EAB) said we aren't "bragging" enough about ourselves—we are doing a lot more than what we said and we need to show it off!!!! They were overwhelmed by our participation and love for the college and what we do.
    - ii. There was so much participation and investment in the college we need to keep this going.
    - iii. So, we need the entire college to keep this committee updated on what has changed. We also want to reduce some of the fire drill parts of it and make it less painful and more efficient—no more crying in ALO's office! We got this!
      1. When you do something that you are proud of, share it with us! We need to record it.
        - a. Send it to [HLC@ccd.edu](mailto:HLC@ccd.edu)
      - iv. Note: We shouldn't share it base this documentation on criteria.
    - b. As a committee, we will have to be able to put it in the correct criteria.
      - i. All documents/changes should go in to a pot and look at it as a whole. When we put it in share point, we need to evaluate the items we are considering. We are better off to have too much.
      - ii. We also want to strive to avoid repeated reporting.
        1. Our Deputy CFO will forward us the executive summaries.
7. How should we present this on Welcome Back Day?
  - a. Deputy CFO will be a curmudgeon and we will dance around him with finger cymbals.
  - b. Possibly a balloon drop?
  - c. Confetti thing?
  - d. A pep rally?
  - e. HLC behind the scenes interviews—what role did people play in HLC?
    - i. Pull out some things from our assurance argument and interview people who put things in there? Interview them?
  - f. Also, looking ahead, we should consider tying culture of accreditation with conversation day and "bragging" about what folks around the college are doing and what positive changes have you made about the things we are doing.
  - g. Homework: What can we do to lighten the mood?
8. Committee agreed on the Mission and Charge and ALO will send it to the Execs.