

**SAN JOSE CITY COLLEGE
ACCREDITATION TRI-CHAIR MEETING NOTES
Friday, November 6, 2015 GE – 118
2:00 – 3:00 PM**

Attendees:

Duncan Graham Jamie Alonzo Judith Bell Keiko Kimura	Rebecca Gamez Jennifer Nestojko Roland Montemayor
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Timeline – Please look at the bottom of this document for the Accreditation Standards Timeline.

Check in – November 13, 2015 is the deadline to send VP Graham the evidence to meet the standard. Once VP Graham has received the evidence, he will share with Consultant Bob Pacheco for feedback on those reports. The plan is to have a completed the evidence section of the report by November 20th, 2016. For the following months, the reports will be receiving constant feedback and projecting a final draft y early April of 2016.

QFE components – VP Graham has been talking about establishing policies and procedures for the college where there are no existing record of such. For example, today at the CAC meeting the Strategic Planning Committee on their comprehensive report mentioned that the chair will go to each constituency group and offer feedback when they are writing their evaluation but this process is not written anywhere. Therefore there are 3 components to the QFE that we should look at and they are listed as follow:

Component One: Consultant Bob Pacheco expressed that is would be beneficial to develop what he called “Decision Making Governance Manual.” This manual will include processes and answer to how to go about certain procedures. Judith and Jamie mentioned that College of the Sequoias has a great example of this manual.

Component two: between the college and the district the terms for budget allocation are not clear. Bob Pacheco recommended putting this on the QFE and to mention that this is something that needs to be fix and the college will put it as a plan to fix it within a year for example.

Component three: implementing the Educational Master Plan.

ERs (eligibility requirement) – VP Graham has attending a few workshops from the ACCJC and they have been a little misleading, theoretical we only have to deal with the eligibility requirements from 1-6 and the rest are embedded on the standards but that is not really the case, because some of the standards don’t cover some of the eligibility requirements such as eligibility requirement 11. VP Graham and Celia will pull from what you submitted on your standard and flush out the eligibility requirements. As you are writing your standard, do not worry about referring to the eligibility requirement.

IIIA-district

IVC/IVD—EVC and SJCC share – on standard 4C & D, it might be something that EVC and SJCC can share. Standard IV Tri-Chair mentioned that they have extensive evidence on 4C therefore we might want to

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touch basis with EVC and see if they can work on 4D. Of course we would not have identical language but there should be consensus across colleges.

Claudia will keep Consultant Bob Pacheco's calendar and if you would like to schedule another meeting with him, please let her know so she can plan it out.

Accreditation Standards timeline

November 13, 2015	Evidence to Meet the Standard writing Check in
November 20, 2015	Evidence to Meet the Standard Complete
December 04, 2015	Analysis and Evaluation writing Check in
December 11, 2015	Analysis and Evaluation Complete
December 14, 2015	Post drafts to Website, and distribute to constituent groups.
December 14, 2015 – February 12, 2016	Feedback
February 12 – 25, 2016	Incorporate feedback
February 26, 2016	Turn in revised drafts
February 29, 2016	Post revised drafts to Website, and distribute to constituent groups.
February 29 – March 11, 2016	Feedback
March 11 – March 17, 2016	Incorporate Feedback
March 18, 2016	Turn in final drafts
March 21, 2016	Post final drafts to Website, and distribute to constituent groups for final updates
March 21 – April 01, 2016	Feedback
April 1 - 7, 2016	Incorporate feedback
April 8, 2016	Turn in finished documents
April 9, 2016	Post final drafts to Website, and distribute to constituent groups for final vetting