SAN JOSE CITY COLLEGE  
ACCREDITATION TRI-CHAIR MEETING NOTES  
Friday, October 16, 2015 GE – 118  
2:00 – 3:00 PM

Attendees:

<table>
<thead>
<tr>
<th>Duncan Graham</th>
<th>Michael Berke</th>
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<tr>
<td>Jamie Alonzo</td>
<td>Celia Cruz</td>
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<td>Judith Bell</td>
<td>Rebecca Gamez</td>
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<td>Keiko Kimura</td>
<td>Jennifer Nestojko</td>
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1. Standards Check-in
   a. Questions, challenges, triumphs
   b. Standard 1 – Judith Bell
      i. Veronica Harris and Laura Garcia dropped off
      ii. They are just going to jump into writing the narrative
   c. Standard 2 – Keiko Kimura
      i. Working on narrative
      ii. There are gaps that we are working on
      iii. There are larger gaps and the group is unclear what the process should be

   (Make a list of the ones that you can’t work on and bring to the November 6 meeting to discuss larger issues)

   If you are looking at a board policy and if it is pending, then make a note

   The board is going in a phase where they are revising many of the policies

   **Set up a meeting with Michael Berke, Duncan, and Marilyn**

   d. Standard 3
      i. No updates
   e. Standard 4
      i. We have gotten for most of section 6C the match.
      ii. Using a TA to gather evidence from different meetings
      iii. Meeting on Tuesday to discuss section D
      iv. Most of it has been done for A and B
      v. We need participation from Academic Senate because there is a section of dialogue.

   (Part of getting the rough draft is to identify areas of need)

2. **Approach to answering the Standards (rephrase the standard)**
   a. Adriana Ayala and Bob Pacheco are helping us for the accreditation process
   b. We want to use the services as much as EVC is doing,
   c. When you are answering the standard follow the following format (this is the format that they want us to put it in);
      i. Evidence of Meeting the standard
The institution uses data to determine how effectively it is accomplishing its mission by... (State the evidence).
The mission directs institutional priorities in meeting the educational needs of our students by... (State the evidence).

ii. **Analysis and Evaluation**
By the evidence provided the college analyzes and systematically evaluates the use of data to determine how effectively it is accomplishing its mission

d. State your evidence and state how you are analyzing the evidence to support what you are doing.
e. You find those pockets, this is the evidence of what we are doing but if you notice that there is no board policy from the college or the district,
f. Planning Agenda but will be (*did not get name*) in the midterm review we will be hold accountable for whatever we write on the ...

3. **Welcome Marylin Morikang-Tri-chair Standard 3**
   a. Great resource
   b. Will be in the place of Takeo Kubo.
   c. Schedule a meeting with Marilyn and Michael Berke and Duncan

4. **Classified tri-chair vacancies**
   a. Duncan will send e-mail to managers to identify individuals from their departments to fill vacancies for all standards

5. **Surveys (to establish baseline)**
   a. **Governance Process (committee communication)**
      i. Bob Pacheco had asked us how the committees communicate to each other. It has brought to the CAC but has not received much input.
      ii. Keiko- as the committee charges have become more visible to everyone, perhaps through the committee charge we imbed a communication method for committees that need constant communication.
      iii. Judith- include it on agenda
      iv. How about for the job description for the reassigned positions, there is some mention that this communication needs to happen.
   b. **Uber Survey-What do we do well (5-8 questions campus wide)**
      i. ALL-send your questions to Celia by next week (Friday) – two questions per standard. And mainly about if they are aware of how a process happens and if they feel they have a voice.
      ii. There is a thread among different groups and it is important to have other groups see the movement.
      iii. We can get the tri-chairs to develop a set of questions for the survey

6. **Narratives due Nov. 4**

7. **Other**