

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

**Attendees:**

Duncan Graham Jamie Alonzo Judith Bell Keiko Kimura	Michael Berke Celia Cruz Rebecca Gamez Jennifer Nestojko
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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 6Cthe 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

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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 Marilyn 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**