

Accreditation Steering Committee

March 20, 2019

11:30 a.m. - 12:30 p.m.

Alder 1004A

MINUTES

Attendees: Wendy Bass Keer (DE Coordinator); Sheri Berger (VPAA/ASO); Michael Gend (APC Representative); Yvonne Grigg (Faculty Accreditation Coordinator); Lupita Narkevicius (AFT 1521A); Mary Anne Gavarra-Oh (Proxy for Susan Rhi-Kleinert, Dean, Academic Affairs); Joceline Valdez (ASO Rep); James Sims (SEIU 721); Amari Williams (Dean of IE); Mark Henderson (Resource, IT); Hassina Baharloo (Guest); Tanya Sirkin (Minutes).

1.	<p>Call to Order Y. Grigg called the meeting to order at 11:38 am.</p>
2.	<p>Approval of Agenda The agenda was approved unanimously. (Narkevicius/Bass)</p>
3.	<p>Approval of the February 20, 2019 Minutes The minutes were approved unanimously. (Narkevicius/Williams)</p>
4.	<p>Update: SAOs Admin. Services Last week, members presented a solution for how to approach SAOs with Administrative Services. These are all completed now except for Parking Services and the Business Office, which are underway. We will take the SAO statements and translate them into survey questions which will be going out later in the spring.</p>
5.	<p>Discussion: Writing Kickoff Event – May 15 Deadline The Writing Kickoff Event discussed several topics, including how to cite document numbers when identifying evidence during the writing process, as well as resources and reference documents for how to respond to the QFEs and plans arising. Y. Grigg gave a brief demonstration of what was discussed for those members who were unable to attend the event on March 8. The deadline for writing drafts is May 15. During the process of writing, if a gap in evidence is found and additional evidence is identified to address that gap, it should be uploaded and included as part of the writing.</p>

6.	<p>Discussion: ASC Charter Review</p> <p>It may be advantageous to add a designee option to members #3-7 of the charter.</p> <p>There is a discussion about members #8-10 and whether their time is best served as a membership position instead of a resource. There needs to be balance between maintaining positions that are represented by Senate or union seats in the appropriate areas, which may be an issue in simply moving these positions to non-voting resource membership. Making positions #9 and #10 open Senate positions may be the best option. Perhaps one of these positions could specifically be designated for a non-classroom faculty member. Language about minute-taking being rotated between members will be amended to reflect that the college will provide someone to take minutes.</p> <p>These will be added as Action Items for the next ASC meeting.</p>
7.	<p>Guided Pathways Update</p> <p>There will be a Guided Pathways Retreat on Friday, April 26. This will have a focus on non-faculty who have direct involvement with students at a different level than in the classroom. They want input and discussion about how to put the student at the focus of what we do and how to ensure their success vis-à-vis Guided Pathways implementation.</p> <p>Student Services and Administrative Services are the main focus of the retreat; however, administrators are also invited for the beginning of the event. Student engagement in the retreat may also be helpful, and the committee will reach out to the Guided Pathways Coordinators regarding their involvement.</p>
8.	<p>Announcements</p> <p>There is an email changeover on April 8.</p>
9.	<p>Adjournment</p> <p>The meeting adjourned at 12:28 pm.</p>

Please visit the ASC website for announcements, agendas, and minutes:
http://pshare.piercecollege.edu/committees/pcc/asc/_layouts/15/start.aspx#/SitePages/Home.aspx