

**Accreditation & SLO Committee Meeting
November 19, 2019, 1:00-2:30 p.m. – Library Room #147**

Co-Chairs: Dina Humble, Dr. James Smith; Dr. Celia Huston

Agenda Items	
	The meeting started at 1:10 p.m.
Forum Schedule	Celia Huston reviewed a template of dates for upcoming forums. Currently, there are two forums scheduled, on 12/3/19 and 12/10/19. The forums will be held in ART Room 144. Discussion ensued on the meeting time. Celia proposed to have the forum from 12:00-1:30 p.m., and then debrief following from 1:30-2:30 p.m. with the accreditation committee. A PDF draft of Standard I will go out via email to the campus. Further discussion ensued on when to send the email notice and on the forum format, and which standards and sections to review at each forum. Standard I will be reviewed on 12/3/19; and, Standard IV on 12/10/19.
Evidence Update	Celia made changes in the current draft in OneDrive, she highlighted the ISER evidence figures table; comments that were embedded, she copies to the comments section, ref. October draft saved to PDF, look at page #s on the side of draft. Discussion on where to put new evidence, Dena Peters to help with this, she has done this in the past.
SLOs	Bethany Tasaka reported on this agenda item. Workshop dates were changes for professional development to 12/10/19, SLOs 101. May do another workshop during finals week. Talked to curriculum, format, common issues in addition to rubrics, lots of SLO reviews. Dina Humble raised issue of edits made, and how will we know about the edits—more discussion to follow, Bethany will look into this issue.
Review Brochure	James Smith had a handout of a draft brochure he is working on with Print Service, Gloria Piggott; looking at a small brochure as the most effective version. Ideas added from previous discussions to make a more information document, bring it home. Discussion ensued on the layout and arrangement of the language, font size, titles, text blocks vs. columns—easier to read, space efficiency, estimated time to print, brochure available by opening day and the forums. James said a copy of the draft will be filed to Sharepoint.
Other	<ul style="list-style-type: none"> • New managers needed to add to the committee for spring 2020. • Proposed facilitating a student forum, specifically, on their schedule.
	Meeting adjourned at 2:10 p.m.
Next Meeting: December 3, 2019	