



**Accreditation 2020 Steering Committee
Minutes**

March 23, 2018 • 8:30-10:30 a.m. ATEC 118

Presenters: Dr. Greg Aycock, Kris Anderson, Dr. Samuel Lee,

Co-chairs: Melissa Bader, Quinton Bemiller, Nicole Brown, Jason Parks, Nikki Capps, Damon Nance, Vanessa Acosta, Mark DeAsis, Peter Boelman, Andy Aldasoro, Dan Lambros, Debra Mustain, Bob Prior, Patricia Gill, Gustavo Ocegüera, Gail Zwart, Monica Green, Kevin Fleming, Ruth Leal, Jim Reeves,

Absent: Lenny Riley, Leona Crawford, Colleen Molko, Monique Franklin Pierce, Janet Frewing, Peggy Campo, Natalie Aceves, Chris Poole

1. Approval of minutes from Accreditation Standards Committees meeting, March 2, 2018

Nicole Brown moves; Gail Zwart 2nd, motion approved with the corrections requested.

Two abstentions.

2. Technology resources for accreditation (Dr. Lee)

- a. Office 365 Accreditation 2020 NC

- Data evidence will be uploaded in Office 365 SharePoint
- Strategic Planning Online (SPOL) includes data base tools for storing documents in HTML style (the system will be used on the back end, co-chair will not be using the system)
- A video was presented on the SPOL system
- Instructions were provided how to get into Office 365 SharePoint and provided access to all co-chairs

- It was explain that there is a folder for each standard. The folder includes a section for evidence and a sample gap analysis
- Committee members should edit documents in word so it can automatically save changes in SharePoint
- Dr. Lee requested co-chairs to send him an email if they don't have windows 10 on their computers
- Dr. Green ask about the naming convention for the collected evidence. DR. Lee explained that the key idea is to place the evidence in the evidence folder. The naming convention will be set at a later time and everyone will be notified
- Dr. Parks recommended that everyone should back-up their computer on a daily basis
- Previous evidence collected is located at the main accreditation site in accreditation documents reports for everyone to see
- Members are encourage to save documentation on a flash drive as well

b. Accreditation Website

- A new Accreditation 2020 tab has been posted on the Norco College website including the list of committee members

3. Standards committees gap analyses (Dr. Aycock)

a. Timeline reminder

- Most accreditation committees reported having their first meeting already

- Accreditation Committees membership have to be completed already to move in the right direction
- Please contact Dr. Aycock, Kristine or Ruth Leal if your committee has not met yet

b. Report out

- Standard I: Is set with the gap analysis. Met once and are moving forward. Members had questions regarding the template
- Standard IIA-Gap analysis in progress
- Standard IIB-Gap analysis is very detail
- Standard IIC- Gap analysis in Progress and schedule to meet next week.
- Standard IIIA- Gap analysis in Progress
- Standard IIIB- Gap analysis in Progress
- Standard IIIC- Gap analysis in Progress
- Standard IVA- Gap analysis in Progress
- Standard IVB- Gap analysis in Progress (6 pages long)
- Standard IVC: IVC- Gap analysis in Progress
- Standard IVD: Struggling with this standard. They have not been able to meet with the district and they might miss the deadline for April
- Everyone will get feedback on their gap analysis
- Dr. Aycock suggested to look for evidence first before working on the gap analysis
- For committees to focus on reporting processes in their reports

c. Questions

No questions

4. Gap analyses work groups

- Committee groups moved to work face

Upcoming Steering Committee meetings:

April 27, 8:30-10:30 a.m. (room TBA)

May 25, 8:30-10:30 a.m. (room TBA)

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Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.