



**Accreditation Council  
Minutes  
September 21, 2020, 3-4p.m.  
Via Zoom**

**MEMBERS**

Name	Representing	Present	Absent
1. Dr. Cathryn Wilkinson, Co-Chair	Administration	X	
2. David Beymer, Co-Chair	Full-Time Faculty	X	
3. Michael Hooper, ISER Co-Chair	Full-Time Faculty	X	
4. Cheryl O'Donnell	Academic Senate/Full-Time Faculty	X	
5. Dr. Brian Lofman (I)	Administration	X	
6. Dr. Romero Jalomo (II)	Administration	X	
7. VP of Administrative Services (III)	Administration		X
8. Dr. Raul Rodriguez (IV)	Administration		X
9. Alma Arriaga	Confidential	X	
10. Belen Gonzales	CSEA	X	
11. Brenda Jones	CSEA	X	
Vacant	L-39		
Vacant (QFE #1)	Full-Time Faculty		
Vacant (QFE #2)	Full-Time Faculty		
Vacant (QFE #3)	Full-Time Faculty		
Vacant (Rec #1)	Full-Time Faculty		
Vacant (Rec #2)	Full-Time Faculty		
Vacant	Part-Time Faculty		
Vacant	Associated Students		
Vacant	Associated Students		

CALL TO ORDER & INTRODUCTIONS  
Meeting called to order at 3:05 pm.

Cathryn Wilkinson

**ACTION ITEMS**

1. Consider Approval of Agenda

David Beymer

**MOTIONED** (Lofman), Seconded (Jones), majority approved.

Mr. Beymer added as a side bar, consideration to record the meetings. Mr. Hooper stated that we may want to consider having recordings for the purposes of accreditation, as we have moved

away from face-to-face contact. Dr. Jalomo stated that he doesn't mind recording while we are Shelter-in-Place. Consensus is to record meetings during Shelter-in-Place.

2. Consider Approval of Minutes of May 12, 2020 David Beymer  
**MOTIONED** (Wilkinson), Seconded (Jalomo), majority approved; abstention (Gonzales).

3. Consider Approval of [Timeline](#) David Beymer  
**MOTIONED** (Jalomo), Seconded (Lofman).

Dr. Jalomo stated that we need to have measures put in place to stay on task, or have some minor flexibility to allow for revisions. He withdrew his original motion to approve the timeline.

Dr. Wilkinson advised that the Board only has one meeting per month during winter, so we need to be mindful of the timeline set for those months. She requested a proposal to revise the timeline for Fall 2020. Mr. Hooper added that it might be advisable to have more evidence before we start writing.

Amend motion with modification to reword Fall 2020 as follows: "Teams formed and trained; Begin *identifying evidence, to be gathered at a later date*; Report to Accreditation Council last meeting of the semester."

**Motioned** (O'Donnell), Seconded (Jones), unanimously approved.

#### INFORMATION/DISCUSSION/PRESENTATIONS

1. Review of Handbook/Membership David Beymer  
Mr. Beymer reviewed the membership and explained that we changed the term at the end of last academic year. He reminded members that it is their responsibility to report back to their constituent groups. Mr. Beymer advised the most important thing that we are responsible for is the whole accreditation report and process. Our midterm report is due to the ACCJC on March 15, 2023.

2. Review of Writing Assignments and Council Liaisons David Beymer  
Mr. Beymer reviewed the team assignments, and explained that we would like members who can also serve on our council. By our next meeting, we will have a full array of people assigned to the writing process. Mr. Beymer and Mr. Hooper will collaborate on a training for our new writing team members; Dr. Wilkinson will work with both at the co-chairs' next planning meeting.

Ms. O'Donnell asked for confirmation of the responsibilities of the council liaisons. Mr. Beymer advised that we are trying to keep the size of the council manageable (no more than 20 people), so the liaisons will help by sharing information from our council.

3. Discuss Future Meetings

David Beymer

Mr. Beymer recommended cancelling one meeting and hold a training. Dr. Wilkinson advised that we can cancel two meetings and hold one more meeting for Fall 2020, as well as a training date.

Ms. O'Donnell made a motion to change the December 7 meeting to November 30 2020. Amendment to also add that we will not meet on October 19 or November 16, 2020. Final meeting will be November 30.

**MOTIONED** (O'Donnell), Seconded (Gonzales), unanimously approved.

ANNOUNCEMENTS

1. ACCJC Webinar Series: [Schedule](#)

Mr. Beymer will send out an email to faculty to attend the webinars for flex credit.

Dina will post the link to the schedule on our council's webpage.

2. Dr. Wilkinson welcomed Ms. Gonzales and Ms. Jones to our council. Ms. Jones shared that she is the College Pathways Coordinators for the Inmate Ed Program. Ms. Gonzales shared that she is the Coordinator of Job and Internship Placement at Alisal Campus.

ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS:

1. N/A

NEXT MEETING(S)

- November 30, 2020

MOTION TO ADJOURN

Meeting adjourned at 4:07 pm.

Cathryn Wikinson