

## Accreditation Steering Committee Minutes

May 23, 2019, 1:30-3:00 PM  
G1-301C

1. Present:  
Minghui Lam (Dean, Acad. Affairs) David K Song (Fac. Accred Chair)
2. Meeting called to order @ 1:45 PM: No quorum
3. Announcements/Updates
  - a. District accreditation conference call was held on May 15, 2019. The District has a good working draft which will be circulated out to all the colleges for feedback on June 15, 2019 and a follow-up conference call will be set-up. The format of the district report will be similar to the Follow-Up Report: the District will write up a general response, and each individual college can expand on any specific impact to their campuses.
  - b. As the entire district has migrated over to Office 365, OneDrive will be utilized to centralize the drafting of the Midterm Report and the collection of relevant evidence.
  - c. The goal for summer is to produce a working draft and collect most of the evidence by the beginning of the Fall semester. The original timeline is still applicable: a fully revised draft should be ready for approval by local committees by November or December.
4. Summer meeting time suggestions: June 20 or July 25, 2019 from 2-3:30 PM.