



# Accreditation Steering Committee Meeting Minutes

Tuesday, January 20, 2026 | 3:30-5:00pm | via Zoom

LPC Mission Statement	LPC Planning Priorities 2025		
<p>Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.</p>	<p>Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.</p>	<p>Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.</p>	<p>Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.</p>
Committee Members			
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Nan Ho, VP Academic Services</li> <li><input checked="" type="checkbox"/> Jeanne Wilson, VP Student Services</li> <li><input checked="" type="checkbox"/> Michelle Simotas, Dean BSSL</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Rajinder Samra, Director R-PIE</li> <li><input checked="" type="checkbox"/> Elena Cole, faculty</li> <li><input checked="" type="checkbox"/> Stuart McElderry, faculty</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Carolyn Scott, Academic Services Support</li> <li><input type="checkbox"/> Tim Druley, Webmaster</li> </ul>	
Classified Rep	LPCSG Rep	Guests	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Kat King</li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Madina Qaderi</li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Kevin Bontenbal, ACCJC Liaison</li> <li><input type="checkbox"/></li> </ul>	

Agenda Item	Information/Discussion	Action/Assigned To
	<p><b>Welcome</b> The meeting began at 3:37pm.</p>	
1	<p><b>Approval of Agenda</b> The agenda was approved by the committee.</p>	<p><b>Approved</b> By consensus</p>
2.	<p><b>Approval of Minutes – December 16, 2025</b> The minutes were approved by the committee.</p>	<p><b>Approved</b> By consensus</p>
3.	<p><b>Employee/Staff Accreditation Survey - Rajinder</b> Alert to everyone about the surveys we will conduct. Discussion regarding the right time to conduct these surveys. If done in the spring, it would be done at the tail end. By spring students are more familiar with services. But not too late in spring or we might miss student participation. Ideally, maybe right after spring break would be good.</p> <p>We could call them Employee Accreditation Survey and Student Accreditation Survey so that there is no confusion.</p> <p>Discussion and edit of ISER Planning Timeline that was created last May (include employee survey and review evidence for spring, and student survey for fall; also early publicize expanded committee opportunity).</p> <p>(Add item to next agenda: Composition and size of expanded committee)</p>	
4.	<p><b>Review Midterm Report Progress</b> Brief explanation of drafts from assigned committee member and feedback from others. Section A – Michelle (Success Stories), Nan, Stuart, Tim:</p> <ul style="list-style-type: none"> <li>• Michelle used three of the stories (AANHPI, Honors, and English) and connected them to the college mission and vision statements.</li> <li>• Nan shared and discussed some updating she did on Section 2A; committee shared thoughts.</li> </ul> <p><i>(Will be continued next meeting as our guest arrived early).</i> Section B – Rajinder:</p>	

	<p>Section C – Karin:  Section D – Elena:  Other assignments for committee</p>	
<p>5.</p>	<p><b>Preparing for RSI - Michelle</b>  Hearing from colleagues at other colleges how they are preparing. We know RSI as the standard interaction that faculty have with students in their online classes. It needs to be meaningful and consistent.</p> <p>Discussion about the College of San Mateo preparing for a visit and sharing what they are doing.</p>	
<p>6.</p>	<p><b>Kevin Bontenbal, ACCJC Liaison to LPC (4:25pm)</b>  Introductions</p> <p><u>Areas we have worked on that we'd like to discuss:</u>  Student learning outcomes section  Getting ready for RSI</p> <p>Some comments from Kevin:</p> <ul style="list-style-type: none"> <li>• Glad we're using the new templates; the three pages are just a suggestion – you can write more or less; follow prompts as concise as possible; it's an update not a mini-ISER;</li> <li>• In terms of section A, what have you been doing improvements, innovations, since the last comprehensive review; does not have to be exhaustive; just mention what has helped.</li> <li>• For the second question in section A, since we didn't have any recommendations, we can just say "none" or "none identified in the report."</li> <li>• For the third one in that section talk about how those things highlighted in response to the question are helping to deepen our practice.</li> <li>• We can always look at the latest commission actions on the website and review those colleges that were reaffirmed or had follow up reports.</li> <li>• Section B is on institutional set standards and student achievement – in a couple weeks we'll have a webinar on that.</li> <li>• After reviewing section C, he said it was great, looks like we're taking the right approach, and that it's not a requirement that it be quantitative data. Whatever we're doing to provide success for our students is good. Explain what we're doing, how it's useful to us; the</li> </ul>	

	<p>questions is what are we doing; what are we learning, what do you plan to do differently</p> <ul style="list-style-type: none"> <li>• Regarding RSI, all resources are available on the website in terms of what the team uses; we've recently updated resources to include the rubric; there's also a tool that the team uses to evaluate the courses based on the requirements, looking at discussion boards, are instructors facilitating discussion, announcements, etc.; have to meet at least two of the items for substantive interaction, and meet the requirements for being predictable...; 85% or more in the sample have to meet the requirement; if they don't a core inquiry will be written and the college must provide a second sample; if that one doesn't meet requirements, then a compliance is written.</li> <li>• We can start pulling samples of courses to see if we can identify two areas that are meeting substantive actions; how regular?</li> <li>• We can communicate to our faculty if there are any ways to provide examples of how things are occurring.</li> <li>• LPC would provide a list of fully online courses and they would pull a sample.</li> </ul>	
7.	<p><b>Good of the Order</b></p> <p>We had more than 7 people that wanted to attend the Story Telling event at Skyline College and they won't accept more than that due to space considerations. Learning that both Karin and Stuart will not be able to attend, this opens up room for those who can: Elena, Jeanne, Michelle, Kat, Rajinder, Nan, and Carolyn. Mark your calendars for April 15, 9am – 5pm, Skyline College.</p>	
	<p><b>Next meeting date:</b></p> <ul style="list-style-type: none"> <li>• Tuesday, February 17, 2026</li> </ul>	.

Meeting adjourned at 5:06pm