



# Accreditation Steering Committee Meeting Minutes

Tuesday, March 17, 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 checked="" 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 type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	

Agenda Item	Information/Discussion	Action/Assigned To
	<p><b>Welcome</b>  The meeting began at 3:32pm.  VP Ho gave congrats and kudos to all for their work on our first full draft of the midterm report, including Karin Spirn who was instrumental in writing a major part of it.</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 – February 17, 2026</b>  The minutes were approved by the committee.</p>	<p><b>Approved</b>  By consensus</p>
3.	<p><b>Review Midterm Report Timeline and Milestones</b>  VP Ho reviewed the timeline that was discussed at our last meeting.</p> <ul style="list-style-type: none"> <li>• March 17: Accreditation meeting – review all remaining section drafts (Michelle, Stuart, Rajinder, Elena)</li> <li>• March 20: Post drafts to website (Tim) with a feedback form and deadline 3 – 4 days before our next meeting (April 15)</li> <li>• April 15: Deadline for feedback</li> <li>• April 21: Accreditation meeting – review responses and finalize edits</li> <li>• April 23: College Council – 1st reading</li> <li>• May 19: Accreditation meeting – prep for ISER</li> <li>• May 21: College Council – final vote takes place</li> <li>• Summer and early fall: signatures and additional approvals, as needed</li> </ul>	
4.	<p><b>Evidence for Midterm as per ACCJC Liaison: Rajinder Samra</b>  A follow up with Kevin Bontenbal, our ACCJC liaison regarding evidence.</p>	

	<ul style="list-style-type: none"> <li>• They (ACCJC) are required to keep a copy of our midterm report and evidence files for the entire accreditation cycle</li> <li>• Submit evidence files as per instructions when midterm report is submitted</li> <li>• We can leave links in the midterm report to the evidence</li> <li>• Submit a PDF copy of the final certified midterm report including a folder containing copies of all evidence cited in the Midterm Report.</li> </ul> <p>We will follow up with Chabot to see how/what they are doing.</p>	
5.	<p><b>Review and finalize sections of midterm report</b></p> <p>Using the draft report, we continued to review the sections with each person reflecting on their contributions, receiving feedback, and making edits as needed.</p> <ul style="list-style-type: none"> <li>• Section A: Stuart and Michelle</li> <li>• Section B: Rajinder</li> <li>• Section D: Elena</li> <li>• Overall</li> </ul> <p>Great feedback was received from the team. We will continue to work on the live document. We've agreed to use a lowercase "c" in "college" except for in Las Positas College. We all still have some editing to do. Stuart will add a preview sentence before the two sections he wrote, and Rajinder will add a preview sentence for the fifth one in his section. If you find evidence, go ahead and link it but don't spend too much time on that. By the end of Thursday, March 19 all edits should be made. Nan will review and send to Tim by Friday morning, March 20 for posting.</p> <p>Nan will save the document under today's dates for version control. Thanks to everyone for your hard work!</p>	
6.	<p><b>Survey for Feedback: Tim</b></p> <p>Tim has all his stuff together and will be ready to post once things are done.</p>	
7.	<p><b>ACCJC Regional Convening: Transparency, Storytelling, and Value Literacy: how ROI data can be embedded into planning and culture to ensure students graduate into living-wage careers – April 15</b></p>	

	<ul style="list-style-type: none"> <li>Logistics: Carolyn asked that those attending should review the email she sent on February 26 that details what should be done.</li> </ul>	
8.	<b>Preparing for expanded ISER team</b> Start building your networks on who might be good for our team.	
9.	<b>ISER workshop with Kevin Bontenbal scheduled for Friday, November 6, 2026, 2 – 5pm</b> Confirmed!	
10.	<b>Good of the Order</b> Rajinder can no longer make the trip on April 15 (ACCJC Regional Convening). Nan spoke to a CIO who has gone through a core inquiry. She would love to bring us together to talk about it so we can learn from what others have done. More talk later.	
	<b>Next meeting date:</b> <ul style="list-style-type: none"> <li>Tuesday, April 21, 2026</li> </ul>	.

Meeting adjourned at 5:05pm