

Accreditation Steering Committee
Unapproved Minutes
November 16, 2010
3:30 p.m. - 5:00 p.m.
Collins Conference Center

Attendees: Hamid Eydgahi, Joyce Ester, Sue Granger-Dickson, Nan Gomez-Heitzeberg (co-chair), Kate Pluta (co-chair), LaMont Schiers, Berndette Towns, Rene Trujillo, Rachel Vickrey, Miranda Whipple

Absent: Ann Morgan, Klint Rigby, Kirk Russell, and Bonnie Suderman

Guest: Diana Kelly

1. The November 2, 2010 minutes were reviewed and approved with minor changes.
2. Planning agendas and standards from mid-term report

A brief discussion took place regarding the idea of developing small working sub-groups for the planning agendas and standards.

The committee discussed the four-page document Kate sent. It has four different ACCJC approaches to working on and reviewing the standards. Suggestions were made to include an explanation at the top of each page explaining its purpose.

Action: Kate Pluta to provide an introduction to the four-page document that includes a 'how to' explanation.

Update: The document was completed and the committee was in agreement to use.

3. These Items were considered a list of priorities for the ASC Committee to think about moving forward:

- How to communicate with standing committees
- Develop a calendar and timeline for SEC co-chair (committee) and ASC
- Philosophy - How we value accreditation
- ASC Website
- Central location for reporting and evidence
- Timeline for flex week (?)

Action: Bernadette Towns will develop a form for reporting (accreditation, assessment, and program review) purposes suitable for the campus community to consider at the end of each semester. Bernadette will have the form available for review by the next ASC meeting.

Update: The form was completed and will be placed on the December 7 meeting for further discussion.

Action: LaMont Schiers will develop a self evaluation calendar and send out to the committee for review.

Update: The timeline/calendar was completed. LaMont Schiers will email revisions discussed in the November 23 meeting to Kate Pluta.

Action: Miranda Whipple will draft an email for a 'call out' for the SEC co-chair position and send a copy to Nan and Kate for review.

Update: The 'call out' for the SEC co-chair position was sent out for interested parties to apply.

Action: Sue Granger-Dickson, Rene Trujillo, and Rachel Vickery will write a draft Philosophy statement by the next ASC meeting

Update: The philosophy statement was completed and reviewed. Minor suggestions were made for further discussion at the December 7 meeting.

4. FCDC Accreditation Training - November 19

Nan and Kate will present information to Faculty Chairs/Directors Council (FCDC) on November 19 regarding accreditation. The committee agreed Nan and Kate should include the following talking points: Glossary of Terms, timeline, SEC Charge, and SEC co-chair position.

5. Next meeting:

1. Review minutes - November 16
2. Recap FCDC training for next meeting on November 23.
3. Self evaluation calendar
4. Form
5. Philosophy statement

6. Announcements: Joyce Ester asked committee members to complete the staff development survey.