

Accreditation Steering Committee
Approved Minutes
November 23, 2010
3:30 p.m. - 5:00 p.m.
Collins Conference Center

Attendees: Sue Granger-Dickson, Joyce Ester, Sue Granger-Dickson, Nan Gomez-Heitzeberg (co-chair), Kate Pluta (co-chair), Klint Rigby, Kirk Russell, LaMont Schiers, Bernadette Towns, Miranda Whipple

Absentees: Hamid Eydgahi, Diana Kelly, Ann Morgan, Bonnie Suderman, Renee Trujillo, and Rachel Vickrey

1. Review and approve November 16, 2010 minutes - approved with minor changes.
2. Review formal and informal course assessment report form. A number of suggestions were made regarding the form that included:
 - a. Password protection for the assessment report form on the accreditation website.
 - b. Send the assessment report form to faculty through survey monkey form.
 - c. Present the assessment report form to the FCDC committee.

Action: Bernadette Towns will revise form based on today's discussion and send revision out before the next meeting.

3. Accreditation timeline/calendar - LaMont Schiers

The calendar was reviewed by the committee resulting in an agreement of a few changes to the content.

Action: LaMont Schiers will email the accreditation timeline revisions discussed in the meeting to Kate Pluta for review.

4. ASC Philosophy Statement - Sue Granger-Dickson

Sue handed out a draft copy and read the statement in its entirety to the committee. The committee suggested minor changes that included shortening the statement.

Action: Sue Granger-Dickson will revise the philosophy statement and send it to the committee for review and further discussion.

5. SEC cover sheet/guideline

The committee had reviewed the SEC coversheet and guideline handout sent by Kate Pluta in a previous email. Everyone was in agreement to use this version of the packet.

6. Faculty Chair/Directors Council (FCDC)

Kate Pluta and Nan Gomez-Heitzeberg debriefed the ASC committee regarding the FCDC accreditation training that took place on November 19, 2010.

Action: Send out a survey monkey link to College Council and FCDC for feedback regarding the accreditation training.

Action: Add accreditation to the FCDC agenda for further discussion regarding ASC committee recruitment, how accreditation fits into daily activities, types of changes made by a department during the semester, and focus groups.

Action: The ASC committee is asked to bring names (faculty, students, staff, and administration) to the December 7 meeting for each 11 standards that include both co-chairs (1 faculty member and 1 administrator) best suited to participate in these sub-committees.