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.