



# Shasta College

## ACCREDITATION STEERING COMMITTEE

### MINUTES

Wednesday, April 28, 2010  
Conference Room 2314, 7:30 a.m.

#### **1. Call to Order**

Sandra Hamilton Slane called the meeting to order at 7:35 a.m.

##### Present:

Brad Banghart

Sue Brix

Bill Cochran

Debbie Goodman

Sandra Hamilton Slane

Doug Manning

Ralph Perrin

Lisa Stearns

Ramon Tello

Eli Worden

##### Absent:

John Livingston

Deb Parisot

Sandra asked if anyone wanted to add any items to the agenda. There was no response.

#### **2. Discussion / Action**

##### **a. Approval of March 24, 2010, Minutes**

Motion to approve: Brix/Tello

The motion carried unanimously.

##### **b. Review and Revisions of Accreditation Steering Committee Bylaws**

Sandra said that the primary responsibility of the committee for this meeting is to take a look at the Bylaws. Sandra mentioned a few typo revisions and Sue Brix noted a few places that needed the text lined up.

On the committee membership cover page, actual names were taken out and people were designated by the name of the position. Ramon Tello asked what the asterisk stood for at the bottom of the page. Bill Cochran said it didn't mean anything and he will remove it.

On *1. Scope and Function*, under the second bullet point, Ramon asked if we need to report to the Board. Sandra said we do as needed. She said all of that information will be available on the website. Under *2. Working Principles*, under the second bullet point, a., should read, "Provide the community with an avenue for both accessing information and providing input regarding accreditation issues, plans and reports." Ramon Tello said we should update the cover page and remove Spring 2009.

Sue Brix asked how the community will know when the meeting dates are. Bill Cochran said they are posted on the website. Sandra asked if we should put the year people term out on the membership list so we don't forget. Everyone unanimously agreed. Ramon Tello asked if adjuncts are considered faculty if they aren't teaching. Bill Cochran said yes. Ramon asked if they could be considered members of the community. Bill Cochran said yes. Lisa Stearns asked if we need to vote on the changes. Bill Cochran said no as we are just wordsmithing minor changes.

**c. Review of Memberships for 2010 - 2011**

Under *9. Responsibilities of Co-Chairs Include*, under the last bullet point, Sandra mentioned that we have to notify contingency groups that there are vacancies. Bill Cochran said they will do it like they do for College Council, on a rotation basis. Sandra said they will look at the end of next year to see if there are more vacancies. She said they will make sure people are staggered. Doug Manning said we could also extend the terms by two years. Sandra asked Eli Worden if he was going to be here next year and he replied no. Sandra mentioned we are losing Catherine Jackson, Sue Brix and Eli Worden. Sandra said she will notify Student Trustee, Tim Sain, and ask him for a recommendation for a student appointment. Bill Cochran said he will look at the current members and come up with a format on staggering the terms. Lisa asked if we will replace the Research representative. Bill said he will talk to Gary about a recommendation.

**3. Other Business**

Ramon Tello asked when the next meeting would be. Sandra said she thought the third week of May. Bill said he doesn't think until August. Brad Banghart said early September. It was decided to meet in early September. Sandra asked if Wednesday mornings at 7:30 a.m. works for future meetings. The group was unanimously in favor.

Sandra said we need to write an annual report and submit it to College Council. Sandra said she thinks we can do it via e-mail. Brad Banghart said it's a piece of cake, we can look at the agenda items and minutes and send it to College Council for their May 18 meeting. Sandra said that she and Brad can work on it, e-mail it, receive input and present it. Ralph Perrin said we should just submit the minutes as an attachment.

**4. Announcements**

There were no announcements.

**5. Adjournment**

The meeting adjourned at 8:05 a.m.

Respectfully submitted,

Nancy de Halas  
Secretary to the Committee