

# Accreditation Steering Committee

Sept. 15, 2011  
Board Room  
8:00 AM-9:00 AM  
**MINUTES**

**CALL TO ORDER** - Sandra Hamilton Slane called the meeting to order at 8:05 a.m.

## **MEMBERS PRESENT-**

Marc Beam	Peggy Moore	Sandra Hamilton Slane
Kendric Brewer	Doug Manning	Lisa Stearns
Nancy de Halas	Ralph Perrin	Ramon Tello
Debbie Goodman	Shelley Presnell	

## **APPROVAL OF MINUTES** – June 15, 2011. Marc Beam/Peggy Moore

Discussion: Do we want to make the assumption that the Accreditation Liaison officer would always be a manager? It was agreed that the committee will review by-laws again, maybe before next spring, looking at membership and planning. Possibly look at a rolling membership. Sandra passed around the current membership listing for all to review. The current membership is for 6 year terms. No other comments. Motion carried.

## **WELCOME NEW MEMBERS-**

Shelley Presnell: Faculty and Kendric Brewer: Student Representative

## **DISCUSSION/ACTION-** Evaluation of steering committee and self-study process

### a. Online Survey- Marc Beam

There are two different surveys. One goes to 60 people who contributed in writing the self study. Second survey is similar in questions and will go out to the entire college. Marc brought extra copies for any members who would like to review them. Marc explained that these are simple surveys with about 10 questions, and they follow the by-laws, giving guidance and direction to the rest of the college, and added that once the site visit is over we can go over the process and what we've learned.

Some people will get two surveys. The surveys will be given one week apart. This will be a twofold process. We need some feedback from all groups. Marc asked the group if he could launch the first survey on Monday (9/26/11) and the second survey one a week later (10/3/11). Both surveys will run for two weeks. Marc will then do a summary report, and make it available upon request. The results will be to this group in November, and made available to the public in December.

### b. Self Study Planning Agendas Roles- Sandra Hamilton Slane Handouts- Planning Agenda Themes and SLO's templates

Sandra explained that we need to start tackling the planning agendas, and some of this work has been already been done. There are seven themes, and these are broad statements of what we do at the institution, we need to put action items with each theme. We need to decide how to proceed from here. Using the SLO's planning agenda as an example, Sandra suggested that we follow this method. The second part is to identify who is going to be responsible for the themes. This committee's job is to remind

others of their responsibilities, give them the materials, and ask for reports back. Peggy suggested that a steering committee from College Council would be appropriate for this task.

c. Educational Master Plan (EMP)- General discussion

It was stated that we currently have no organizing structure, and we need to say who we want to be as an institution. We have done the reporting, and can show activity but we can't show how it's all coordinated together. Peggy Moore stated that our self-study is good, and that we know ourselves better since doing the self-study, all agreed. Peggy explained that the EMP is a living document that should state a brief history of the college, who we are, and where we see ourselves in the future. This committee is an oversight committee, and we need to review our by-laws and get direction from the president and College Council on what our role will be with the EMP.

d. Future meetings, fall 2011-

All agreed once a month is adequate. Marc suggested a standing report section on the agenda because regular updates would be meaningful, and it will be a way to flush out information, report evidence and track change.

**OTHER** - Additional handouts: Accreditation Membership Team Roster and a letter from the accreditation team.

**ANNOUNCEMENTS-** The accreditation site team will be here Oct. 24-27. Sandra will be going to an accreditation officer training in the near future. The final report on the accreditation visit will come from the commission.

**ADJOURNMENT-** The Meeting was adjourned at 9:05 a.m.

Notes taken by:  
Sherry Nicholas  
Student Services Division