



# Shasta College

## ACCREDITATION STEERING COMMITTEE

### Minutes

Tuesday, October 9, 2012

Room 2314, 8:00-9:00 AM

1. Meeting called to order at 8:030 AM by co-chair Sandra Hamilton Slane

Committee Members Present					
x	Marc Beam	x	Meridith Randall		Shelly Presnell
	Student – Vacant	x	Doug Manning	x	Sandra Hamilton Slane
	Nancy de Halas	x	Debbie Goodman	x	Becky (Renfer) McCall
	Denise Axtell	x	Ralph Perrin	x	Ramon Tello

### 2. Discussion/Action - Approval of Minutes

Minutes for Sept 11 reviewed and accepted. Moved/2<sup>nd</sup> by Debbie Goodman/Ramon Tello.

**3. New member** – Becky (Renfer) McCall will replace Lisa Stearns as a Classified Employee representative. Becky currently works in Financial Aid; she previously worked in Admissions and Records.

### 4. Accreditation Follow-Up Report

The Follow-Up report was approved in College Council with some minor edits and returned to College Council for review. It will be sent to the Board of Trustees on Wed, Oct 10 for their approval, and sent to ACCJC by Oct 15. Theresa Markword is currently attaching all of the evidence including the Educational Master Plan, Strategic Plan, Integrated Planning Manual, SLO handbook, etc. The Follow-Up report will be posted on the Accreditation website.

### 5. Accreditation Site Visit

Nov 8<sup>th</sup> is the date of the upcoming site visit; it is scheduled for 8am-2pm. Interviews will be coordinated by Theresa Markword; it is unlikely team members will want to speak to Accreditation Steering Committee members. There will not be a public meeting at the end, only a meeting between the team chair and the President/Superintendent.

The last task related to Accreditation Follow-Up from the Commission's report is related to Recommendation #4 - Evaluate the Decision-making and committee structures. College Council is undertaking this task now with a timeline to present this to the Commission in January.

Finally, all schools were required to complete an SLO report. Meridith wrote the report for Shasta College in consultation with the chairs of the SLO committee. This will be submitted in October and we have stated that Shasta College meets the standard at the Proficiency level.

### 6. Planning materials

Sandra provided a print version of the Planning Documents website for Shasta College Accreditation (<http://www.shastacollege.edu/accreditation/planning-documents/>). She also pointed to additional sites for the Learning Outcomes handbook when completed, and the link to TracDat (<https://tracdat.shastacollege.edu:8443/tracdat/>). Discussion was held regarding permissions for using TracDat, both currently for inputting Annual Area Plans and Program Reviews, and in the future for viewing submissions from other areas.

**7. Upcoming Meeting Schedule:**

Tuesdays 2:30 – 3:30PM, Student Services Conference Room 2314. We will monitor the time of the meeting to insure it does not conflict with College Council.

November 13, 2012	March 12, 2012
December 11, 2012	April 9, 2012
February 12, 2012	May 14, 2012

Ramon suggested that we review the Planning Agendas inserted into our Self-Study last year to monitor our progress. This will be on the agenda for the next meeting.

**8. Motion to adjourn by Ramon.** Adjourned at 8:55 AM

Recorded by:  
Marc Beam  
Director of Research and Planning