



**Accreditation Steering Committee**  
*October 18, 2007 Minutes*

**APPROVED**  
**11/8/07**

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<b>MEETING TYPE:</b>	<input type="checkbox"/>	Staff	<b>Date:</b>	<b>10/18/07</b>
	<input checked="" type="checkbox"/>	Product/Project	<b>Starting Time:</b>	<b>2:00 p.m.</b>
	<input type="checkbox"/>	Special	<b>Ending Time:</b>	<b>2:30 p.m.</b>
			<b>Place:</b>	<b>SU-18</b>

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- CHAIR:** Berta Cuaron, VPI, Accreditation Liaison Officer
- ATTENDANCE:** Michelle Barton, Norma Bean, Monika Brannick, Marty Furch, Bruce Gan, Shawna Hearn, Ken Jay, Barb Kelber, Teresa Laughlin, Jackie Martin-Klement, Mary SanAgustin, Diane Veach
- ABSENT:** Brent Gowen, Kelley Hudson Maclsaac, Shannon Lienhart
- RECORDER:** Glynda Knighten
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Berta Cuaron called the meeting to order at 2:10 p.m.

**Minutes:** MSC (Brannick) to approve the September 13, 2007, minutes.

**Organization Charts:** Berta Cuaron presented the latest organization chart for the self-study. She encouraged ASC members to make personal contact, send e-mails, and make phone calls to recruit additional participants. The goal is to have a minimum of five (5) members on each standard writing team with representation from all constituency groups.

**Accreditation Institute:** The conference will be held January 25 – 27, 2008, in Pasadena. Marty Furch and Teresa Laughlin have committed to attending. Other faculty are considering attending. Administrators and classified staff are encouraged to attend if spaces are available.

**Kick-off events:** Events were held for Faculty, Administrative Association/CAST, CCE/AFT, and ASG groups. They served to broaden the knowledge base for those who attended, and several participant's forms were received as a result of the events.

**Site Visits:** Michelle Barton will serve on a site visit team at Skyline College the week of October 22 – 26. If others wish to serve on a team, the application form is available on the ACCJC web site and should be submitted with a letter of support from President Deegan.

**Web & SharePoint Sites:** Glynda Knighten reported that the web site is functional, and the SharePoint site is progressing.

**Other:** Berta noted the *Rubric for Evaluating Institutional Effectiveness* handout that will be discussed during the *Self-Study: Planning & Preparation* workshop immediately following the ASC meeting.

The meeting adjourned at 2:30 pm.

**Next Meeting:  
Thursday, November 8, 2007  
2:00 – 3:30 pm  
SU-18**