



**Accreditation Steering Committee**  
*November 8, 2007 Minutes*

**APPROVED 1/16/08**

<b>MEETING TYPE:</b>	<input type="checkbox"/>	Staff	<b>Date:</b>	11/8/07
	<input checked="" type="checkbox"/>	Product/Project	<b>Starting Time:</b>	2:00 p.m.
	<input type="checkbox"/>	Special	<b>Ending Time:</b>	3:00 p.m.
			<b>Place:</b>	SU-18

**CHAIR:** Brent Gowen, Acting Chair

**ATTENDANCE:** Michelle Barton, Dick Borden (guest), Monika Brannick, Marty Furch, Bruce Gan, Katherine Gannett, Brent Gowen, Shawna Hearn, Mary SanAgustin, Diane Veach

**ABSENT:** Norma Bean, Berta Cuaron, Terry Gray, Kelley Hudson MacIsaac, Ken Jay, Barb Kelber, Teresa Laughlin, Shannon Lienhart, Jesse Lyn, Jackie Martin-Klement, Linda Morrow

**RECORDER:** Glynda Knighten

Acting Chair Brent Gowen called the meeting to order at 2:10 p.m.

**Minutes:** MSC (Veach) to approve the October 18, 2007, minutes with one correction.

**Employee Survey:** Director of Research and Planning Michelle Barton described how colleges use employee surveys to gain important evidence for their self-studies. She distributed sample surveys and discussed the process and calendar Palomar’s self-study group should adhere to in order to implement a survey. Monika Brannick suggested making the survey available from a week before spring semester classes begin to a week after classes begin (a period of two weeks).

Glynda Knighten was asked to send the sample surveys to writing team leaders along with a request for them to forward items for an employee survey to Michelle by November 15. (This date was subsequently changed: Michelle sent an e-mail to the writing team leaders asking for their groups to submit questions and/or subject areas to her by November 16; IRP will help craft the questions for the survey.)

**Accreditation Institute:** The statewide Academic Senate will offer this institute from January 25 – 27, 2008, in Pasadena. Marty Furch, Teresa Laughlin, and Judy Wilson will attend.

**Writing Workshops:** The college held *Self-Study: Planning and Preparation* workshops on October 18 and November 7. Both were well received and helpful.

**Writing Teams Updates:** Eight of the eleven writing teams have met or have scheduled meetings.

**Web & SharePoint Sites:** Glynda reported that the Web site and SharePoint sites are functioning.

**Format of Self-Study:** The Accreditation Steering Committee should prepare a template for the writing teams to follow as they prepare the first drafts of their parts of the self-study. Various models were discussed.

**Other:** Tri-Chair Tom Medel reported that VP Berta Cuaron is asking each writing team to meet at least twice for three hour sessions during winter break. The college will compensate faculty members. Tom is working on “talking points” to give to the Standard III writing teams.

Links to two recent self-studies of other community colleges are posted on the SharePoint site.

Evidence collected for the self-study will be stored in the accreditation office in AA-118 and should be cross-referenced and cataloged.

The meeting adjourned at 3:05 pm.

**Next Meeting:  
Thursday, December 13, 2007  
2:00 – 3:30 pm  
SU-18**