



Accreditation Steering Committee
September 13, 2007 Minutes

APPROVED 10/18/07

MEETING TYPE:	<input type="checkbox"/>	Staff	Date:	9/13/07
	<input checked="" type="checkbox"/>	Product/Project	Starting Time:	2:00 p.m.
	<input type="checkbox"/>	Special	Ending Time:	3:30 p.m.
			Place:	AA-109

CHAIR: Berta Cuaron, VPI, Accreditation Liaison Officer

ATTENDANCE: Norma Bean, Monika Brannick, Marty Furch, Bruce Gan, Kelley Hudson MacIsaac, Ken Jay, Barb Kelber, Teresa Laughlin, Shannon Lienhart, Jackie Martin-Klement, Mary SanAgustin, Diane Veach

ABSENT: Michelle Barton, Brent Gowen

RECORDER: Glynda Knighten

Berta Cuaron called the meeting to order at 2:08 p.m.

Introductions: The meeting opened with introductions of the committee members stating their names and groups represented.

Minutes from the March 29, 2007, meeting were accepted.

Organization Charts: Berta presented drafts of two models for the Accreditation Committee. After discussion, the committee chose Model 2. Berta will take the draft of Model 2 to SPC. Model 2 – attached.

A kick-off event for accreditation was discussed, along with strategies for recruiting Writing Team Leaders and Standards group members. One suggestion was for President Deegan and Vice President Cuaron to invite constituency groups (faculty, classified, CAST/Administrative Association) to special meetings for recruiting volunteers. This would be a “call to service” event asking for participation on the accreditation Standards teams.

Ideas for presenting the positive aspects of serving on a Standards team:

- Be pro-active in approach to recruiting team members. Use a one-on-one recruiting approach.
- Use Model 2 as an organization model, breaking the Standards into sub-groups, thus narrowing the focus of each group.
- Recruit 3 – 5 people for each standard.
- Recruit people from all constituency groups (Faculty, Administrative Association, CAST, CCE/AFT).
- Provide training for the writing teams.

- Provide a style guide for writing.
- Provide templates for writing.
- Estimate the expected number of pages for each standard.
- Provide a time line for tasks.
- Provide an estimate of the time necessary to complete tasks.
- Select only truly committed volunteers as Writing Team Leaders.
- Enlist IS support to create SharePoint sites for each writing team.
- Use conference calls, CCCConfer, and face-to-face meetings for writing teams.
- Encourage regular communication within the writing teams.
- Participants could receive Professional Development credit and service points.
- Secure a dedicated room for writing teams. Have a laptop and refreshments available as requested.

Kick-off event ideas, such as t-shirts, mouse pads, etc., were discussed.

There was a suggestion to publish regular newsletters with information and updates.

The meeting adjourned at 3:00 pm.

**Next Meeting:
Thursday, October 18, 2007
2:00 – 3:30 pm
AA-109**