

Accreditation Steering Committee Meeting Summary December 14, 2007

President Burgess expressed his appreciation to the committee. He emphasized that maintaining accreditation is the most important characteristic of an institution and starting the work early is important to the quality of the report.

Committee Co-chair Roberta Alexander noted that the meeting was called to discuss four items: introductions, process, timeline, and meeting dates. She mentioned that many things need to be done and that Accreditation will give us the opportunity to learn a lot more about the district and campus.

Committee Co-chair Ron Manzoni discussed an overview of the process. He noted that a good report will identify areas that need attention and data will be collected during the process. He mentioned that the task is to put information in a way that is meaningful and we have to make sure that recommendations from the previous Accreditation visit have been satisfied. He indicated that the challenge in the report is the overlap between Standards and themes. He emphasized the importance of consistency throughout the self-study. He advised the committee to become familiar with the assigned Standards and to understand the criteria. He advised the committee to be clear, make direct statements, and be honest. Lastly, he recommended that the standard subcommittees recruit a diverse group to serve.

The proposed timeline was distributed and reviewed.

Important dates were identified as follows:

- ✓ January 25-27, 2008 - Four Standard co-chairs and the faculty co-chair will attend the Academic Senate Accreditation Institute in Pasadena, Ca.
- ✓ March 14, 9:00am – 3:00pm - Training session by Accreditation Commission for members of the steering committee and standard subcommittees
- ✓ Spring 08 meetings will be held the first Friday of the month, Lunch will be provided. Meeting dates were confirmed as follows: 02/01 (B104), 03/07 (D102), 04/04 (B104), and 05/02 (B104).