Accreditation Standard IV
Committee Meeting Notes
Tuesday, June 1, 2010

Attending: Barram, Booye, Chenoweth, Cook, Cole, Ghamrawi, Gough, Haynes, Lee-Klawender, Marquez, Patlan, Pereida, Reza, Russaw, Singh, Stockwell, Vazquez

Review Agenda and Notes - The group reviewed the agenda for the meeting. The notes from the 5/18 meeting reviewed and approved as amended.

Introduction of New Members - Cook introduced Joan Barram, FHDA Board Member, who will serve on Standard IVB and Wayne Chenoweth replacing Lydia Hearn on Standard IVB.

Timeline – Cook reviewed the proposed timeline for Standard IV. She commented that the timeline is ambitious but doable. The bulk of the work will be from now through March 2011, when the draft report is sent to the editor.

Determine Meeting Schedule – there will be regular ongoing Standard IV (large group), and Standard IV A and Standard IV B meetings (small groups). The large group meetings may be used as mini workshops. The following meeting dates were confirmed: June 7th, small group, June 15 large group to report out (conflicts with the IPBT), June 21st small group meeting.

Summer Meetings – Meet in July to review evidence. Use CCC Confer or video-conferencing at the TV station. Schedule meetings for fall in August.

Web Page – Cook shared the Accreditation Steering Committee is developing a web page for each standard. Jenkins will post meeting agendas and notes. Agendas and notes of small group meetings should be sent to Cole. Lee-Klawender suggested using email to review evidence.

Guidelines for writing self-study (inc. glossary) – Haynes shared he is checking the terms used against the AACJC glossary. He commented that when answering the questions to consider what document supports the answer. Critical part of completing our assignment, identify areas we need to improve and provide a plan for the improvement. Cook shared the template developed by Pereida and Booye for documenting what each group agreed to and the follow up. Haynes asked if the same style of writing and organizing in the 2005 Self Study would be used in the new report. The tri chairs will advise the group about accessing institutional data after discussion with the Steering Committee. Then invite LaManque to a Standard IV meeting. Cook shared that the requirements are located at 1) 2005 Self Study, 2) AACJC, 3) De Anza governance page. Haynes mentioned the importance of providing evidence of follow up on the 2005 Accreditation Team’s recommendations and to review the mid-term report submitted to the AACJC.

Action
Provide updated membership list
Provide notebooks for new members

Adjourned at 4:00 p.m.