Accreditation Meeting Notes
10/01/10

Chair: Gregory Anderson
Present: Diana Alves de Lima, Rob M., Sandy C., Margaret B., Jyothsna V., Judith C., Ann L., Esther H., Ram S., Ron Mc F., Anu K., and Anne A.

1. Introductions / Information / Buddies
   a. Present members introduced themselves and shared their accreditation experience and their assigned standard
   b. Gregory emphasized that our goal **Should focus not only on the product but also on the process*** This focus will indicate commitment during the reviewing process
   c. Buddies were assigned whereby present members were to update those who were not present during the meeting

2. Teams / Gaps / Needs

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a. In terms of gaps
   i. A group lacked classified professionals, but was strong on administration; may consider adding part-time faculty; Gregory to discuss with Manny and others in that group.
   ii. B group also lacked classified professionals. Even more serious is some major areas in student services not being represented. Will need to meet gaps through any of the following: A/R, EOP&S, FA, OTI, Student Life. Rob Mieso will follow up with A/R. Gregory will follow up with Michele Le Bleu Burns and Stacey Cook regarding recruitment, and Judith will follow up with OTI.
iii. **C Group** has no dean for the Learning Resources Division. Would be nice to have a librarian and the Supervisor of Distance Education. Ann will follow up with April from Distance Education. Ron’s support for administrative learning services is Rowena. Sandy will follow up regarding librarian, Diana will check with advisors.

b. In terms of needs: groups A & C will need to schedule place and time for meetings and are in need of a point person. Mary Sullivan is point person for B group. We will be asking Stephanie Sherman to serve as point person for A group; Gregory Anderson is point person for C group. Rob Mieso will confirm with Mary Sullivan and Anu Khanna will follow up with Stephanie.

3. Report – the “Follow-up Report to the Accrediting Commission for Community and Junior Colleges report was briefly reviewed by attendees and discussed—especially, concern over specificity of time lines. This 15 page report is to be filed under section 4 in the accreditation binder. Page three (3) of report was reviewed – the focus on the self-study pertains to the letter of recommendation letter of action by the commission.

4. Progress / Strategies
   a. Need to discuss formatting, documentation, and how to edit
   b. Possible electronic process of where to post in order to remain organized
   c. Members must be familiar with the previously written section of their assignment and work on gathering data
   d. At this time members must focus on getting their teams organized and reserve a meeting space and schedule a meeting time

5. Next Step
   a. Read previous self-study
   b. Read follow-up report
   c. Begin collecting data
   d. Next meeting will be chaired by Christina where process / strategies will be discussed. In addition, some group time will be reserved.

Thank you.