Committee Members:
Kevin Metcalf, Marty Kahn, Jim McMahon, Melissa Sheldon, Carolyn Wilkins-Greene

Bookkeeping:
- Arrange for minutes to be kept
- Date for next meeting (Proposed: 06/15/2010 @ 10:30AM?)
- Questions about purpose and process?

Handouts:
- Themes Document
- De Anza College Mission Statement
- Kevin’s Phase 1 Notes

Overview of Phases (Big-Picture):
1) Read all material and set expectations.
2) Research if any material was omitted from the prior self-study.
3) Create list of people/documents to be consulted in order to ensure this self-study is both up to date and more thorough.
4) Obtain documentation and consult with appropriate personnel – remember to obtain evidence documents from personnel at the time of the meeting.
5) Create draft of III.C Self-Study, linked to consulted personnel. Distribute pieces to appropriate personnel for corrections and comments.
6) Finalize document and submit to Accreditation Liaison.

Review work:
- Which Recommendations should we focus on? How?
- Questions/Thoughts while reading assigned material?
- Create the following lists (likely an on-going action item):
  - short-term tasks
  - long-term tasks
  - important personnel to interview
  - evidence documents

Additional Agenda Items:
- Group to bring additional agenda items if desired