Agenda: Standard III.C  

06/16/2010

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

Bookkeeping:
- Approval/Comments last meeting minutes
- Date for next meeting (Proposed: 06/30/2010 @ 10:30AM)
- Updates from last meeting (ETS & College Surveys)

Handouts:
- Kevin's Ed Master Plan notes

Work:
- Discussion: 5 Questions
- Discussion: Creative Exercise
- 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

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.