Agenda: Standard III.C

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

Bookkeeping:
- Approval/Comments last meeting minutes
- Date for next meeting (Proposed: 07/28/2010 @ 10:30AM)

Handouts:
- No handouts.

Work:
- Discussion: Homework: List of technology/processes/hires/etc
- On-going action items:
  - 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.