Agenda: Standard III.C 08/11/2010

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

Bookkeeping:
• Approval/Comments last meeting minutes
• Update: Technology Taskforce Strategic Tech Plan status
• Next Meeting: 9/08/2010

Handouts:
• Responses to email “Information needed for De Anza Accreditation Std III.C”

Work:
• Discussion: Email Responses
• On-going action items:
  o short-term tasks
  o long-term tasks
  o important personnel to interview
  o 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.