Agenda: Standard III.C

09/22/2010

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: 10/06/2010? (Need to schedule further meetings)

Handouts:
• Meeting agenda
• Respondents list

Work:
• Discussion: Email Responses
• Divide list and follow-up with personal contact
• 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.