Agenda: Standard III.C

10/06/2010

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

Bookkeeping:
- Approval/Comments last meeting minutes
- Update: Technology Taskforce Strategic Tech Plan status
- Update: Standard III Planning now underway.
- Next Meeting: 10/20/2010?

Handouts:
- Meeting agenda
- Updated Respondents list

Work:
- Discussion: Email Responses
- Discuss follow-up with personal contact
- 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.