Accreditation Planning Work Group  
Meeting # 2/ July 25, 2012  
Minutes

Present: Pam Mery (leader), Betty Inclan (consultant), Kristin Charles, Jill Kersey, Peter Goldstein, Lindy McKnight, Jessica Brown, Carl Jew, Fred Chavaria, Diane Verdugo, Kitty Moriwaki, Simon Hanson

Group held a robust discussion about the second draft of the Annual Assessment, Planning, and Budgeting TimeLine. Many changes were suggested, including:
- Possibly adding benchmarks to the Summer and August frames
- Moving the timeline for program review completely into the fall semester
- Moving Feb and March activities up earlier in the spring semester
- Changing “resource requests” to “resource requests and reductions” to acknowledge/allow for years in which the college needs to reduce classes, programs, services, and budget

Pam will integrate agreed upon changes into a third draft, and also get input from the Chancellor. We will finalize the draft next meeting to meet the August 3 submission deadline.

Planning Work Group deliverables:
- Timeline for annual planning
- Visual to accompany the timeline
- Long range master planning flow chart/visual (conceptual relationship, sequencing and timeline)
- Benchmark Information
- Narrative for the October report
- Other activities?

In the annual timeline we need:
- Roles/authority
- Dialogue
- Communication
- Budget
- Review of system and plans to show continuous improvement

Have we addressed all the points made in Recommendation 2? Review this at the next meeting.

Next meeting: Thursday, August 02, 2012 at 9:30 am in MUB 260