Accreditation Steering Committee Minutes
March 15, 2011
12:30 pm
MUB 360

Attendees: Deanna Abma, Beth Cataldo, Ophelia Clark, Lidia Jenkins, Pam Mery, Madeline Mueller, Alice Murillo, Andrea Niosi, Lisa Romano, Karen Saginor, Fred Teti, Suki Wong, David Yee

0. Minutes We approved the March 1, 2011 minutes with small corrections.

1. Survey Data
Employee survey: 750 surveys were submitted, a significant improvement from last meeting.
Student Survey: Bonnie Gratch-Lindauer is still coding the thousands of open-ended responses to the student surveys. The data from this survey should be ready for distribution next week.
Technology Survey: Pam has received feedback on the instrument. She plans to deploy it around April 18, due back at the end of April.
Non-credit Student Survey: Ophelia and Pam will discuss the feasibility of deploying the survey at the departmental level. They will make a recommendation to Karen who will then contact the chairs of departments with sufficient noncredit offerings.

2. Student Feedback
Alice and Beth gave the A.S. Executive Committee sign-up forms for each of the (under)standards I, II.A, II.B, II.C, III, and IV. They will visit the campuses if enough students sign up before spring break, hopefully with translation into Spanish and Chinese as appropriate. In addition, David will draft a “focus group” questionnaire (based in part of the Raw Draft’s Areas for Improvement) by April 15. Alice will schedule the focus groups the week of April 18–24.

3. Format of Final Self-Study Report
The group agreed to incorporate into Draft 2 the “Description, Evaluation, Planning Agenda, Evidence” headings that Alice suggested. The Planning Agendas should not be too detailed because other groups may need to modify them.

4. Second Draft Timeline
The Committee will meet on April 12 to review whichever second drafts are ready by then. Co-chairs should tell Karen if they anticipate being done.

5. Web Site Improvement Work Group
Beth has received feedback on the instrument. She expects to deploy it in April with a tight turn-around time.

Minutes submitted by Fred Teti