Accreditation Steering Committee Minutes
May 24, 2011
12:30 pm
MUB 380

Attendees: Deanna Abma, Beth Cataldo, Kristin Charles, Ophelia Clark, Jeffrey Fang, Gus Goldstein, Peter Goldstein, Lidia Jenkins, Gohar Momjian, Madeline Mueller, Alice Murillo, Andrea Niosi, Karen Saginor, Fred Teti, David Yee

1. Presentation Decisions for the Accreditation Self Study Report
   If we decide to have a statement about whether or not we meet each standard in the Self Evaluation sections (yet to be determined), we will begin each Self Evaluation section with a statement such as the following “The college meets this [not the] standard.”
   Planning Agenda may simply state “None” if applicable.
   Manual for Institutional Self Evaluation should be consulted for references. Editorial Team will need to examine and resolve other issues about references.

2. Approval of Minutes
   Minutes from 5/18/2011 meeting were approved with two minor modifications in Items 4 and 5.

3. Accreditation Study – Who Does What When
   Two key deadlines:
   • Must have document ready for final review by beginning of semester
   • Must be completely finalized in time for submission to Visiting Team no later than December 17
   Saginor provided handouts with detailed information on responsibilities and deadlines.
   Saginor has cleared out a filing cabinet in Academic Senate Office where evidence/documents can be housed until a better space is found. Standard II materials to be stored in C336. Primary authors are responsible for collecting relevant evidence/documents.
   Add room preparation to list of tasks, along with IT preparation.
   Saginor will request and circulate regular updates of the task list.

4. Report Components
   Standards Chairs will develop one- to three-paragraph abstracts for their respective standards focusing on salient features/findings.
   Chancellor’s Office will handle Eligibility Requirements.

5. Next Meetings
   Tuesday, July 19, 1:30 PM
   Monday, August 15, 1:00 PM

Minutes submitted by Kristin Charles.