Accreditation Steering Committee Minutes
July 19, 2011, 1:30 pm, Arts 218

Present: Deanna Abma, Kristin Charles, Ophelia Clark, Jeffrey Fang, Lidia Jenkins, Phyllis McGuire, Lindy McKnight, Gohar Momjian, Alice Murillo, Karen Saginor, Fred Teti

1. Minutes
   We tabled approval of the May 24 minutes until our August 15 meeting.

2. Summer progress
   Saginor disbursed a timetable displaying both an accounting of work already completed and predictions of completion dates for work yet to be done. Highlights included:
   • Overall goal: Board approval of final report at its October meeting.
   • Larry Klein will be adjudicating disagreements about the report’s contents.
   • Items may need to move on to their next stage (copy-editing, layout) before they are 100% complete.
   • Standard I is nearly complete, pending clean-up of evidence and reference numbers.
   • Standards II and III need only some data (e.g., distance-learning sections, transfer rates).
   • Standard IV.A needs only some evidence. Klein and the Chancellor’s Office continue work on IV.B.
   • All abstracts are well in progress.
   • Dr. Murillo is coordinating essays on progress on the 2006 recommendations.
   • McGuire estimates that she can write the Audit & Grants essay by 8/5.
   • Lauri Fried-Lee has begun the “one voice” re-write; Sascha Hutchings will copy-edit and check references; Mark Albright will provide advice on the selection of a vendor for final layout, design, and production.
   • We should present the final report either to the Board’s Institutional Effectiveness Committee or to an ad-hoc committee well in advance of Board approval.

3. Style items
   • The committee chose to use “the Board’s PBC” and “the College’s PBC” to distinguish the Board committee from the Shared Governance council.
   • We agreed to assert only that the College “meets” a standard, not “exceeds”.

4. Some Plans for 2011-2012
   • Last cycle we did not give the visiting team an update summarizing changes that occurred during the months since the final report was published. WASC has told us to ensure we do so this cycle.
   • The committee discussed possible locations for the Team Room. Dr. Murillo will look into securing conference room MUB 249.

5. Fall Meetings
   The next meeting is Monday, August 15, 1–3 p.m., in Arts 218. We agreed to meet in the Fall twice a month 12:30–2:30 p.m. but could not decide among Tuesdays, Thursdays, or Fridays. Saginor will conduct a poll for the best weekday.

Minutes submitted by Fred Teti