Accreditation Steering Committee Minutes
January 25, 2011
12:30 pm
MUB 360

Present: Deanna Abma, Beth Cataldo, Kristin Charles, Ophelia Clark, Jeffrey Fang, Gus Goldstein, Peter Goldstein, Lidia Jenkins, Lindy McKnight, Pamela Mery, Gohar Momjian, Alice Murillo, Lisa Romano, Karen Saginor, Fred Teti

1. The Steering Committee approved the minutes for December 6, 2010.

2. The Steering Committee approved the Spring timeline.

3. The Steering Committee reviewed preliminary drafts of Standard I and Standard III to identify significant errors, omissions, and confusing passages. Various passages were discussed and improvements suggested. Some stylistic items were also identified.

   Stylistic items:
   - Should we have live links (further agenda item) embedded in narrative?
   - Cost centers – is this term defined and used consistently?
   - All personal names should be changed to titles
   - Need to determine whether we include the guiding questions in the first draft we circulate to all
   - May want to limit description of planning and budgeting cycle to somewhere in front matter and simply refer to that throughout all standards

   Summaries:
   - Standard I-A and I-B – overall relatively complete/accurate
   - Standard III-A – generally on track/complete.
   - Standard III-B – generally on track, some changes needed.
   - Standard III-C – generally on track.
   - Standard III-D - Will need to revisit as the fiscal context unfolds over the next year (may need 3rd draft); will need to state “at the time of this writing” and may have to provide updates between the time we submit and the time they visit.

   Additional corrections, issues should be sent to co-chairs for each standard.

4. Update. Standard IV B. 2 has been emailed to the Chancellor for his review before submission. Standard IV A and B. 1 waiting for input from writers.

5. SEIU input. Steering committee includes SEIU members. All materials sent to them, but not much response has come from SEIU.

Minutes submitted by Kristin Charles/Karen Saginor