



## **Accreditation Steering Committee Minutes October 26, 2005**

**Members present:** Alicia Aguirre, Jenny Castello, Roberta Chock, Patty Dilko, Rich Follansbee, Jeanne Gross, Linda Hayes, Doug Hirzel, Ray Lapuz, Phyllis Lucas-Woods, Monica Malamud, Marilyn McBride, Melissa Raby, Anniqua Rana, Bart Scott, Terry Watson  
**Members absent:** Margie Carrington and a student

### **I. Introductions**

All members of the committee introduced themselves. At this time we do not have a student to serve on the committee. Phyllis will talk to Aja Butler in the Student Activities Office to find a student representative to serve on the Steering Committee.

### **II. Report on Training from September 30, 2005**

Jennifer Castello spoke about the concept that the Standards and the Themes are interwoven. Bart Scott talked about the importance of evidence that supports the accomplishments of the college. Melissa Raby shared the importance of compiling documentation. Other insights were the eligibility requirements and the importance of clerical support. Copies of the previous accreditation interim report were requested. The documents are available on <http://www.canadacollege.edu/inside/>, under Faculty and Staff Recourses select Accreditation. The documents from the last accreditation self study are listed at the bottom of the page. Minutes of the Classified Council will be sent to Roberta Chock to be posted on the Inside Cañada website. A committee will be formed to welcome the visiting team. The Welcome team can design posters with photos of Cañada faculty, staff and administration.

### **III. Time Line**

Shared CSM's time line for the accreditation process. The committee discussed the important role of the Editor and who might be a good candidate for this position. The names of Jeanne McCorney and Susan Gangel were suggested as possibilities to fill this role. Some of the qualities needed for the Editor are: excellent language skills, desk top

publishing expertise, index, hyperlinks, etc. Paid release time is necessary and was done in the last Accreditation cycle. It was suggested that an All College email be sent by Marilyn to promote participation and invite people to volunteer for the various Standards Committees.

#### **IV. Committee Structure**

Copies of the Accreditation Commissions Guide to Evaluating Institutions was distributed to the committee members and reviewed. It was recommended that we use “Theme Captains” for each standard. SLO Captains were also suggested for Standards I, II, and III. The Co-Chairs were asked to brainstorm on what their particular committee should look like and how many members need to be recruited from all facets of the college. It was suggested that Co-Chairs take a comprehensive approach and be inclusive with faculty, administrators, classified, students and adjuncts. Another area that was discussed is to include the divisions, various departments, and expertise. The suggestions were:

Standard I	6-8 people	2 subcommittees
Standard II	15-20 people	3 subcommittees
Standard III	15-20 people	4 subcommittees
Standard IV	6-8 people	2 subcommittees

#### **V. All College Meeting on December 2, 2005**

The next important meeting for Accreditation will take place on Friday, December 2<sup>nd</sup>, 2005 from 12:30-3:30 (lunch will be included). This will be an All College Accreditation Training done by Deborah Blue, Vice President of the Accrediting Commission for Community and Junior Colleges (ACCJC). She will focus on Cañada’s recommendations and our responses from the last Accreditation visit six years ago.

#### **Next Steps:**

Co-Chairs were asked to recruit members for their Standards before the December 2<sup>nd</sup> meeting so that they would all participate with a special focus on their particular standard.

The next Accreditation Steering Committee is set tentatively for Wednesday, December 7<sup>th</sup> at 1:30 pm. This will be confirmed as we get the information.