

Cañada College
Accreditation Steering Committee Meeting
Wednesday, March 22, 2006
1:30 p.m. – 3:00 p.m. Room: CTL

Present: Alicia Aguirre Co-Chair, Jennifer Castello, Roberta Chock, Patty Dilko, Rich Follansbee, Jeanne Gross, Linda Hayes, Doug Hirzel, Ray Lapuz, Phyllis Lucas-Woods, Monica Malamud, Marilyn McBride Co-Chair, Melissa Raby, Anniqua Rana, Terry Watson (Pat Tyler-minute taker)

Absent: Margie Carrington, Patricia Pickett-Wilder, Bart Scott

Guests: Jasmine Witham, Tad Fowler

1. Training: Share Point, Shared folders – Jasmine Witham

Jasmine Witham demonstrated pros and cons of three options for sharing/tracking accreditation documents. The three Options are Shared folders, WebDAV or SharePoint. Co Chairs will consult with their committees. Those who are interested in using SharePoint can work with Jasmine who will set up a SharePoint page for Cañada.

2. Report from Standard Committees

- **Standard 1** – Report given by Jeanne Gross and Rich Follansbee. The committee has had regular meetings. They have begun interviewing campus members and gathering evidence. Have not begun the writing process but plan to do so soon. Barbara Christensen cannot serve on the committee due to time constraints. Chairs are actively working with the District Office to fill this need. Elizabeth Terzakis is the Theme Captain.
- **Standard 2** – Report given by Melissa Raby and Anniqua Rana. Their committee has developed a survey and has sent it to appropriate campus members.
- **Note: *It was decided that a process be established for surveys. Co-Chairs will send their survey to other Standard Co-Chairs and the appropriate Dean or VP for review.***
Standard 2 continued - 1-2 people have been assigned to work on the standard themes. Currently the committee is in the process of deciding **what** they are going to ask and planning what needs to be gathered as evidence documentation.
- **Standard 3** – Report given by Linda Hayes and Doug Hirzel. Co-Chairs have split the standard into two pieces; Linda will focus on Human Resources and Physical Resources, Doug will focus on Technology and Financial Resources. Sub committees have had virtual meetings. Five action items have been developed and sent out. At this point there are no theme captains; everyone is focusing on both the theme and standard as they do their work.
- **Standard 4** – Report given by Phyllis Lucas-Woods and Monica Malamud. The committee met on Monday; divided the work of the standard. A large portion of the

work on this standard will need consultation with district office staff. Monica is currently gathering all information and putting it in draft form.

3. Surveys/Questions – As committees are developing surveys, make sure the information is shared with the other standard committees.

4. Other– Co-Chairs addressed several issues.....

- **Copying** – In order to track the amount of copies made a code has been given to Division Deans for use by committee members when copying materials for accreditation research. The code is 3441.
- **Global Recommendations** - Recommendations need to be concise, doable and worthy of addressing. Alicia & Marilyn appreciate the thoughtful work that is being done by the committees.
- **Editor** – Thad Fowler has been chosen to be the Accreditation Editor. Thad is an adjunct English instructor who has a Masters in Creative Writing and a Masters in English. Tad will draft guidelines for the standard committees which will address voice, style, tense, hyphenation and consistency throughout the document. Co-Chairs will assist in shaping the writing of the document and the editor will not be changing the intent of the document

Meeting adjourned at 3:00 p.m.

Next meeting: April 26, 2006