

Cañada College
Accreditation Steering Committee Meeting
Wednesday, April 26, 2006
1:30 p.m. – 3:00 p.m. Room 17-107

Present: Alicia Aguirre Co-Chair, Margie Carrington, Jennifer Castello, Roberta Chock, Patty Dilko Rich Follansbee, Thad Fowler, Jeanne Gross, Linda Hayes, Ray Lapuz, Phyllis Lucas-Woods, Monica Malamud, Marilyn McBride Co-Chair, Melissa Raby, Anniqua Rana, Bart Scott, Katie Townsend-Merino, Terry Watson (Pat Tyler-minute taker)

Absent: Doug Hirzel, Patricia Pickett-Wilder

1. Update on District-wide coordination for Accreditation – Alicia and Marilyn attended a district-wide meeting with Co-Chairs from CSM and Skyline. The participants shared information about how the process is developing at their respective campuses. One of the main topics discussed was coordinating communication with the District Office and each campus. Because the district office will be responding to each campus the information gathering from the campuses should be consistent. If your steering committee needs information from the district, questions should be prepared and organized prior to contacting district personnel. Share information given by the district with other standard committees as necessary. A memo from Alicia and Marilyn listing who should be contacted from the district on a variety of topics was distributed to committee members.

2. Report from Standard Committees

- **Standard 1** – Report from Rich Follansbee and Jeanne Gross. Evidence gathering process is complete. Beginning to write their first draft report. They will be meeting on May 3rd at 1:45 p.m. in 22-109 to discuss draft revisions and next steps. Challenges in composing writing, addressing the college mission statement.
- **Standard 2** – Report from Anniqua Rana. Library and Learning Center committee have been meeting regularly and are already writing their first draft. Instruction committee is organizing documentation in preparation for writing of first draft. They will be meeting on May 2nd, at 1:00 p.m. in 13-112 to work on the draft documents. Student Services committee is still working on evidence gathering and has not begun documenting their findings.
- **Standard 3** – Report from Linda Hayes. Working on first draft. Linda Da Silva provided documentation which the committee will use to add details to draft report. The committee did not assign a Theme Captain; rather, all will work together keeping the themes in mind. Will be meeting on April 27th at 1:00 p.m. in 13-116.
- **Standard 4** – Report from Phyllis Lucas-Woods. The committee has made progress on a rough first draft except for B1. Will need to gather information from the district office to address B1. Have scheduled a meeting for May 2nd at 12:00 or 2:00 p.m. in

17-107. Katie Townsend-Merino will be replacing Phyllis Lucas Woods on the Standard 4 committee.

- 3. Organization** – Discussion about how to organize the final report so it is comprehensive, concise and easy to understand. Standards should list their report by sequence with descriptive narrative about what the college has done to meet the standard question and an analysis/self-evaluation of the findings. Finally, planning agendas can be listed as long as they are really needed and feasible to accomplish. For our last self study the narratives were listed as follows: Descriptive Summary, Self Evaluation, Planning agenda. The Accreditation Editor, Thad Fowler will add information to his reference document about line spacing, formatting and fonts.
Theme organization – CSM is planning to add a 3 to 6 page section at the end of their self study regarding Themes. Anniqua suggested that Theme Captains meet after initial study is drafted to write a theme document which notes how themes were addressed throughout the document. At this point the committee decided that focus will be placed on working on the standards and next semester a theme document will be addressed.
- 4. Evidence** – Evidence documents will be organized and listed on the web. Keep electronic copies of documents as we want to reduce the amount of had copies as much as possible.
- 5. Next Steps** – A draft document from each standard committee will be submitted by the May 24th meeting. An accreditation newsletter will be worked on over the summer session. May 10th meeting cancelled to give committees time to write their reports.

**Next Meeting – May 24 2006, 1:30 p.m. Room 17-107
First draft documents due**

Meeting adjourned at 3:00 p.m.