

Cañada College
Accreditation Steering Committee Meeting
Wednesday, August 30, 2006
1:30 p.m. – 3:00 p.m. Cantina

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. **Welcome** - Marilyn and Alicia welcomed everyone back for the 2006-2007 academic year. Thanks to all of the teams working on accreditation and all the work that has been accomplished on the self-study so far. All of diligence and extra effort all the team members have done so far is appreciated.
2. **Revised Timeline** – The committee reviewed the timeline for the year and recommended some changes to the document. Once the calendar is corrected, electronic copies will be distributed via email and posted on the accreditation web page.
3. **Report from Standard Committees**
 - **Standard 1** – Report from Jeanne Gross and Rich Follansbee. The committee has been trying to set up meeting dates, they do not have any specifics as of yet. Looking for another student to serve on the committee as Veronica Espinoza has graduated and is not attending the college this semester. Anxious to review 1st draft with Accreditation Co-Chairs and get to work on revisions.
 - **Standard 2** – Report from Anniqua Rana and Melissa Raby – Co-chairs are working on scheduling a meeting. Have been communicating via emails. This semester focus will be on writing the standard report.
 - **Standard 3** – Report from Linda Hayes – Challenges collecting evidence and devising a labeling system. A system needs to be created for all standards to use to track evidence documents.
 - **Standard 4** – Report from Monica Malamud and Katie Townsend-Merino – It has been a challenge to find a time in which all members can meet. Need more support to share the load.
4. **General Feedback on drafts** – Marilyn, Alicia and Thad reviewed the 1st draft reports from each standard over the summer. Meetings will be set up next week to review the reports with each standard Co-Chairs. In general committees are encouraged to be precise in their writing and be specific when addressing questions. Thad provided a handout which offers suggestions to how content of reports should be addressed.
5. **Accreditation Steering Committee Meeting Schedule:** The committee revised the meeting schedule for fall 2006 to the following dates – 9/27, 10/25, 11/29, 12/13
6. **Setup meetings with Standard Co-Chairs** –Review and return first draft reports next week.
7. **Next Steps** - Create system for documenting evidence, Work on Themes, SLO's, Prepare and deliver surveys for students and staff, continue working on second draft.

Next Accreditation Steering Committee Meeting
Wednesday September 27, 2006, 1:30 p.m. Location 22-114