



Accreditation Steering Committee Notes from the Meeting of May 24, 2010

1 p.m.

Year-End Meeting Convened by President Brian Murphy

Marisa Spatafore (chair), Anne Argyriou, ~~Stacey Cook, Mary Kay Englen, Andrew LaManque,~~ Christina Espinosa-Pieb, Jim Haynes, Letha Jeanpierre, Lois Jenkins, Anu Khanna, Alex Kramer, Cynthia Lee-Klawender, Coleen Lee-Wheat, Virginia Marquez, Kevin Metcalf, ~~Dan Mitchell, JoAnne Okabe-Kubo, Jackie Reza~~

TOPIC	DISCUSSION LEADER(S)	OUTCOME/NOTES
Charge/ membership of Accreditation Steering Committee; approval process <b>Proposed Charge:</b> To communicate ACCJC information to standards teams; share information across teams, including research needs and the location of evidence; and ensure progress toward deadlines. <b>Proposed Membership:</b> ALO, other Senior Staff members; ALO assistant and self-study editor; team tri-chairs; SLO coordinators; future college researcher; others to be added if appropriate. Meetings open to all. <b>Approval Process:</b> Take agreed-upon Steering Committee charge and membership to College Council (reviewing/ approving body for Self-Study, etc.) this Thursday, May 27.	Murphy/ Spatafore, All	The charge and membership were noted with little comment other than the widely accepted suggestion to include the DASB president or his designee. A survey of faculty, staff and students was noted as a need; plans are under way to conduct the survey in the fall.
Calendaring <b>Proposed Meeting Schedule Beginning Fall Quarter:</b> 12:30 p.m. second Fridays; additional meetings as needed	Spatafore	The challenges of calendaring the meetings were acknowledged.
Notes from previous meeting <u>Attachment:</u> Notes	Spatafore	No comments.

Update—Latest Standards Teams members list/Timeline reminder <u>Attachments:</u> List; Timeline	Jenkins	Discussed.
Update—Educational Master Plan/State of the College	Murphy/Spatafore	Spatafore and Murphy spoke regarding the plan, which will chiefly comprise the State of the College report to the board in June.
ACCJC Annual Report	Spatafore/SLO coordinators	Spatafore alerted the group to the annual report to ACCJC due in June.
Updates—Initial team meetings	Team Chair Representatives	There was a brief overview.