De Anza College
Instructional Planning and Budget Team
Accreditation Team
Instruction Dean
Notes—November 2, 2004

Present:
Alves de Lima, Barr, Bradshaw, Campbell, Georgiou, Harral, Hearn, Illowsky, Irvin, Jeanpierre, Jenkins, Kyne, LaManque, Leung, McCarthy, Miner, Mitchell, Mowrey, Shirley, Stoeckert, Swensson, Walton, Wilkins-Greene, Woodward, Wu

Absent:
Bdzil, Canter, Cortez, Crandall, Espinosa-Pieb, Khanna, Kubo, Lam, Leskinen, Schroeder, Sellitti

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Guests were invited from the following groups: Instructional Planning and Budget Team, Accreditation Team and Instructional Deans.

I. Finish Review of Descriptive Summaries:

- Standard II descriptive summaries were continued from last week.
- The handout entitled, "Community Education," should go under Standard IIA.1.a, per C. Blinick's suggestion.
- Judy noted that Kathy Kyne's inclusion of documentation at the end of her Standard (Standard IIB) is important and a required part of this process.
- Judy also suggested that, when creating drafts of the Standards, it is wise to include a "revision date," as this helps to clarify which version is the most current.
- Lois Jenkins noted that it is essential to be clear and concise about *where* your writing fits within Standard II.
- Lois also reminded Team members that she has "templates" available for all to use. Simply e-mail her and she can send them to you.

II. Next Steps:

- Dan Mitchell volunteered to create a web page for posting the draft Standards for this committee. He will work with Judy on the logistics.
- ***November 23: Please have your Standards revised and ready to post by this date.***