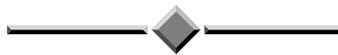


ACCREDITATION STEERING COMMITTEE

Members Present: Brooks, Chiriboga, Ford,
Gonzales, McNeil, Marron, Nesta, Perri,
Wangler

A regular meeting of the Cuyamaca College Accreditation Steering Committee was held on January 19, 2007 in Room G120.



Agenda Item

Discussion

1. Approve Minutes

Minutes were approved. M/S/A

2. Evidence Room/Website Status

A. Nesta explained to the group that presently there is a 4-drawer file cabinet designated for the Self-Study and that each drawer represents a standard. This file cabinet would be transported to the TLC, as the designated Evidence Room, for the visiting team.

There was discussion among the group on how the “hardcopy” evidence should be categorized for the visiting team and whether a general file should be available. J. Ford suggested that a separate file be set aside for Cuyamaca College planning documents for the visiting team to have easy access to. J. Marron suggested that the number of copies to be placed in each file folder in the evidence box should be based on the number of members on the visiting team and then have ½ that amount available. For instance if 8 members are on the visiting team then plan to have 4 copies available to allow more than one team member to

access and review a piece of evidence. The group decided to have a separate box for each standard, with each box containing all of the evidence cited for that standard. There will be no general file. It will be the responsibility of chairs and co-chairs of each standard to assure the coordination of the quality and consistency of the hardcopy/website evidence to their standard evidence/reference list.

Several handouts were distributed including a Master Evidence List generated directly from the hardcopy standard drafts. The library staff also distributed two handouts of the evidence in alphabetical order and by standard number. After reviewing all three documents the committee decided to convene an Evidence Workgroup to assure quality control of titles assigned to evidence, labeling on the website, evidence labeling in the reference library and standard draft references. The group decided to carry this agenda item over to the next meeting and include R. Avgerenos, Accreditation Assistant, since she is compiling and managing the Master evidence list.

The Accreditation co-chairs directed the group to include evidence that may not be cited in the self-study but would be beneficial to have accessible for the visiting team. For example: agenda, minutes, etc. from Shared Governance groups on campus.

3. Planning Agendas

A handout with the proposed planning agendas was distributed to the group. The group discussed several matters concerning the planning agendas listed, and the Editorial Group will review further at their next meeting. The co-chairs were instructed to include the following language when the standard has been met under the Planning Agenda explanation: "The standard is met, and the college will continue efforts that support meeting the

standard.” If the standard requires a planning agenda, then it should be listed and cross-referenced in the subsection as well as at the end of each chapter.

The Accreditation co-chairs then distributed a handout on the suggested timelines for internal approval of the self-study. J. Ford inquired how the self-study would be disseminated to the constituent groups. C. Chiriboga responded as the drafts are finalized by the Editorial Group they will be placed on the website no later than February 12th. The drafts will be formally rolled out to the Innovation and Planning Council on February 13th, with directions and a timeline for each constituency group to solicit feedback from their members.

*4. Dissemination
Activities*

Tabled.

5. Meeting Schedules

Tabled. Discuss at next meeting whether to schedule 2 meetings a month for the rest of the semester.

6. Other

Nothing reported.