

## ACCREDITATION STEERING COMMITTEE

Members Present: Brown, Brooks, Chiriboga,  
Ford, McNeil, Marron, Nesta, Nette, Satele,  
Wangler

Members Absent: Gonzales, Perri, Riley

A regular meeting of the Cuyamaca College Accreditation Steering Committee was held on February 2, 2007 in Room F106.



### Agenda Item

### Discussion

#### *1. Approve Minutes*

M/S/A. 3 abstentions: Brown, Satele and Nette. J. Ford inquired as to a login and password for Allen Brown in accessing the Accreditation Website. The Recorder was tasked with researching the matter with Information Systems.

#### *2. Evidence Discussion (Cont'd)*

R. Avgerenos, Accreditation Assistant explained the handouts distributed with the meeting materials concerning her process for the evidence list and the explanation of the summary list.

The group discussed the handouts and agreed to cite all relevant evidence at the end of each paragraph using a consistent numbering system for each Standard. A detailed bibliography of the cited evidence will be listed in numerical order at the end of each Standard.

The group also discussed how the evidence boxes will be set up. Each standard will have its own file cabinet, and each substandard will have its own drawer within its respective cabinet. Each filing cabinet will contain all evidence cited for the standard, regardless of duplication with other standards. For web files, a page with

the hyperlink address will be placed in the correct alphabetical slot for that standard.

A. Nesta will work with each Standard team to ensure that all of the evidence is labeled consistent with the reference list from each standard. Each team will be responsible for ensuring that all cited evidence for their standard is available in their respective filing cabinet.

K. Brooks suggested an additional box be designated for available data from institution research for the visiting team to access, including online databases.

### ***3. Updates***

Planning Agendas: The group discussed the distributed handout on the planning agendas. The group agreed to develop overarching planning agendas for self recommendations that cut across multiple standards and affect the institution as a whole. The editorial group will draft the overarching planning agendas and bring to the Steering Committee in March for review and discussion.

Editor: The editor, Teresa McNeil, was asked if there were any concerns that the steering committee needs to address before the drafts are placed on the website. The group discussed inconsistencies in the survey results between faculty and staff, and whether or not a planning agenda should be developed to address these inconsistencies.

K. Brooks was tasked with compiling the results of the survey questions where there were large differences between faculty and staff responses. The information will be emailed to all standards co-chairs and will be further discussed at the next Steering Committee meeting in March.

### ***4. Dissemination Activities***

The steering committee discussed the timelines submitted to Innovation & Planning Council (IPC), including the posting of the drafts on the Accreditation website. Once the drafts have been posted, then constituency groups will have until March 27 to provide feedback to IPC. M. Wangler and C. Chiriboga will serve as resource liaisons to the constituency groups, and will be

available to attend constituency group meeting to present information about the Accreditation process and answer questions about the posted drafts.

**5. Meeting Schedules** The group agreed to continue meeting on the first Friday of the month, with the option of special meetings if necessary.

**6. Other** Nothing brought forward.