I. Review the Self-Evaluation Report current draft – comments by writing team co-chairs and external editor.

II. Gap analysis from the Evidence Team – Update on all remaining missing evidence

III. Update on work by the external editor

IV. Review any additional data needs regarding updated charts and graphs

V. Review of the current timeline to completion

A. If we cannot find a document or state of evidence, we will pull the statement out. If after Thursday of next week if we don’t have the backup statement of evidence, we probably will be changing the language within the document. We will get back to you. – Jerry Buckley

B. I have been doing some of that as I edit. I actually verify the language and if it is not, I change the language in the text or sometimes it has to come out. – Sue Bozman

C. One suggestion I am going to make today that is not popular, but is, quite frankly, important is that we consider keeping the steering committee together through the next six years. It doesn’t have to meet every two or three weeks; but, it should meet once a month to take a look at what is being done to basically structure a system that keeps evidence in an ongoing fashion so that by the next time we have an accreditation we are not doing this. We put all evidence into an inventory system, and it is all there. What we are doing right now is probably something that should have happened ten years ago. We need to take a look prospectively and see how we can improve this procedure so that we are not killing each other looking for documents at the last minute. We don’t have to make a decision today; but, I will certainly be discussing that with the Chancellor within the next couple of months. The statement is:
“Accreditation is an ongoing process.” We need to adopt that kind of philosophy here, and morph our committee structure so that it actually supports that statement, so that we are actually referencing documents and citing specific standards as work is being done so it is able to be cross indexed. That is what is really missing right now. It’s easy to do. We just need to look at it from a more prospective standpoint.

Thursday is out next big target

VI. Discussion of campus educational activities

A. Flex week training – Jerry Buckley: I have been working with Leslie to structure some Flex week training so that we begin to roll out, for people across the campus, what to expect when the site team is here. We want to make it public when the team will be here. There will be pictures and bio’s on the website so that people can know who is coming and what their background is. The idea behind the training is basically, what is accreditation, what is your role in accreditation if you are invited to be interviewed by a site team member. James Glapa-Grossklag: During Flex week we will have training for everybody who has been on a team lately, such as Ryan, Jim Temple, myself, Paul, Carmen—just giving an overview of what we experience as site team members. Jerry Buckley: I will be doing more of a global view. If there are others who would like to enhance that experience, perhaps do a simulation.

B. Internet video – Basically, this would be something we could put on the accreditation website that we probably would put in that top picture area.

C. Without accreditation you can’t offer transferable units, and you can’t get federal financial aid.

VII. Preparation for the site team

A. Jerry Buckley: Claudia, I was going to ask if I could have access to someone in your office for making the hotel reservations, etc.

B. Pictures and bio’s

C. Team room – Jerry Buckley: I will be working with my team to set up the team room. I am presuming this (L-235) will be the team room. We can also reserve breakout rooms.

D. Diane Fiero: There are some people who may have good points, but may not belong in the self study because of harmful attitudes. Jerry Buckley: Site teams are trained to recognize cranks. They do not listen to a single voice, an individuals who have an agenda. Diane Fiero: I think people will address concerns about not being listened to. We need to be aware that that is something we may have to deal with. At the last meeting we had a conversation about there needing to be an agenda for PAC-B and review of a definition of a forced cost. I should have a signed MOU within a few days.

E. Jerry Buckley: There is no such thing as a perfect institution. You are going to get recommendations, no matter what. That’s the idea that you are going to get a recommendation for things you can do better. We need to be open in our
communications. We need to recognize the interest of the different groups we work with, and I think we are attempting to do that right now. Diane Fiero: Once six months we should be reviewing the updates, not every single policy. Jerry Buckley: We don’t have to review every policy every six months. Perhaps there could be a five-year review.

VIII. Other

A. Introduction of Kevin Albee, layout specialist for Accreditation final document. Kevin’s wife, Mindy Albee, was approved this Wednesday as a full-time classified employee in Distance Learning.

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