



Minutes of the Accreditation Steering Committee Meeting  
Tuesday, October 21, 2014, 11:00 a.m. – 12:00 p.m.  
Room S-11

**Members Present:** Adrian Agundez, Eric Bérubé, Sharyn Eveland, Vicki Jacobi, Dena Maloney, Brock McMurray, Terri Smith, Mark Williams, Brandy Young

**Members Absent:** Sam Aunai, Darcy Bogle, Agnes Eguaras, David Layne, Velda Pena, Jana Peters, Tony Thompson

## Agenda

### I. Update from the Field (Dena Maloney)

#### Lessons learned from accreditation site visit

- Dena distributed a handout titled, “Key Learnings – Accreditation Team Experience”
- Key learnings outlined in the handout were based on important factors that the visiting team will focus on:
  1. Be sure the Self Study responds to the standards.
  2. Provide solid evidence.
  3. Make evidence easy to find – page numbers provided, etc.
  4. Data must result in improvements.
  5. Website must be easy to navigate – links not password protected.
  6. Planning process “closes the loop”.
  7. Use evaluation data to improve processes.
  8. Clearly show governance processes and structures.
  9. The visiting team will be thorough in investigating evidence.
  10. All actions tie back to supporting student learning.
  11. The team room is important.

### II. Subcommittees Updates (Subcommittee Chairs)

Subcommittees are finalizing their drafts and there were no major issues reported. Some subcommittees are still meeting with Eric to finalize details and clarify areas of their standards. Eric is finalizing the “front piece” of the document. This includes the demographics, response to the previous self-study recommendations, eligibility (21 to 22 criteria), and the Department of Education policy. The queries are already in place to run the demographics reports and the organizational charts are being finalized.

**III. Other – Miscellaneous Comments**

- Hoping to schedule the team visit during the last week of September.
- The IR office will compile and organize all the evidence for all the standards.
- The cover of the self-study will be designed by Irwin Ledford.

**IV. Next Meeting – November 18, 2014**

- Subcommittees will provide updates on their progress

EB/by