Minutes of the Accreditation Steering Committee Meeting  
Tuesday, December 16, 2014, 11:10 a.m. – 12:00 p.m.  
S-11

Members Present: Eric Bérubé, Darcy Bogle, Vicki Jacobi, Dena Maloney, Velda Pena, Terri Smith, Tony Thompson, Mark Williams, Brandy Young

Members Absent: Sam Aunai, Adrian Agundez, Agnes JEquaras, Brock McMurray, Jana Peters

I. Next Steps (Led by Eric Bérubé)
   • Discuss the timeline for spring 2015 semester – Key Points
     ▪ We are on schedule for the fall 2014 timeline
     ▪ Sub-committees should have finished narratives and identified most of their evidence
     ▪ A few sub-committees have requested more time finish sections due to unforeseen circumstances
     ▪ Dena and Eric have reviewed most of the sections and they are written well and are comprehensive
     ▪ All sections will be compiled into a single rough draft which Dena and Eric will review over the next month.
     ▪ Dena and Eric will compile a list of missing information, if any, and distribute back out the sub-committee Chairs

   • Outline the editing process – Key Points
     ▪ The identification of the editing team members is almost complete
     ▪ The rough draft will be reviewed by the editing team first and then will be distributed out to the campus community
     ▪ The editing team will concentrate on thoroughness, accuracy, a uniform voice, grammar and supporting evidence.
     ▪ The IR office has software that will allow for a very user friendly repository for evidence
     ▪ Coordination of the finishing touches regarding the visiting team site visit will be added to the timeline, for example, hotel reservations, and meeting room set up
     ▪ A handout was distributed titled the ACCJC Suggested Formatting and Style Sheet

II. Other
   • Feedback from Chairs
     ▪ There is now an updated Accreditation website that lists previous accreditation reports

III. Next Meeting: January 20, 2015? To be Decided
   • The Accreditation Steering Committee will meet as needed