



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 JEGuaras, 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

EB/by