



Accreditation Steering Committee (VC-ASC)

2015-2016 Academic Year

Meeting Notes

September 16, 2015 - 3:30 p.m. – 5:00 p.m.

(Meeting Notes Approved at October 7, 2015 VC-ASC Meeting)

Members: VP Student Development/Accreditation Liaison Officer: Patrick Jefferson, Co-Chair; Faculty Co-Chair: Alex Kolesnik Kammy Algiers (Equity Committee), Jack Bennett, Michael Bowen, Phillip Briggs, Michael Callahan, Karen Engelsen, Greg Gillespie (President), Tim Harrison, Bill Hart, Kim Hoffmans, Grant Jones, Gwen Lewis-Huddleston, Rachel Marchioni, Debbie Newcomb, Peder Nielsen, Steve Palladino (FOG Co-Chair), Mark Pauley (Budget and Resource Council Co-Chair), Rebecca Russell, Peter Sezzi, Rick Trevino, and Lynn Wright

Guests:

Absent: Emily Bartel, Colleen Coffey

Recorder: Felicia Torres

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	Patrick Jefferson, VC-ASC Co-Chair, called the meeting to order at 3:33 p.m.			
B. Public Comments	None			
C. Announcements/Information Items				
	<p>Minutes from September 2, 2015 meeting were distributed. Motion to approve minutes by M. Pauley, second by M. Bowen</p> <p>P. Jefferson inquired if any corrections were needed. P. Nielsen and R. Marchioni noted that they should be listed as absent. Motion was approved noting correction.</p> <p>M. Bowen provided information regarding course outlines lacking student learning outcomes. K. Hoffmans provided a synopsis of the discussion that occurred at Curriculum Committee regarding this subject matter.</p>			
D. Discussion Items 1. Reports on Progress	P. Jefferson stated that the information was sent out. He added that drafts were due in another month and that subcommittees should be meeting. He requested updates			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	from each group.			
a) Standard 1A, 1B, 1C b) Standard 2A, 2B, 2C c) Standard 3A, 3B, 3C, 3D d) Standard 4A, 4B, 4C, 3D	The leads for the various standards provided updates on their progress thus far. Discussion included templates available, document sharing and version control. B. Hart volunteered to be the point person to have documents funnel through him to address concerns regarding version control. G. Jones noted that the updated version of SharePoint was close to being released for campus use.			
2. Faculty Accreditation Lead	There is still a need for a faculty accreditation lead.			
3. ALO	G. Gillespie solicited suggestions for appointing an ALO. It was suggested to have him pick whom that person should be or ask interested parties to provide a written request including why they were interested and would be good for the position.			
E. Action Items				
1. Fall Accreditation Timeline	P. Jefferson noted that a draft is needed by November 4 th or sooner and a final no later than December 2 nd .			
H. Adjournment	Patrick Jefferson adjourned the meeting at 4:12 p.m.			
Next Meeting Date:	October 7, 2015 – 3:30 pm, MCW-312			