

ACCREDITATION STEERING COMMITTEE MEETING

June 4, 2015

11:00 am – Ag Hall 2nd Floor Conference Room

MEMBERS:

Dottie Evans (Facilitator)
Glenn Jackson
Ricky Barnes (Absent)
Paul Clark
Tina Smith (Absent)
Scott Mickelsen (Absent)

Becky Currie (Absent)
Jo Bek (Absent)
Brad Ramsdale
Jan Price (Recorder)
Jennifer McConville (Absent)
Eric Reed

The Accreditation Steering Committee Meeting was called to order at 11:00 am with the above referenced individuals in attendance.

WELCOME

- ◆ Dottie Evans welcomed everyone to the meeting.

MINUTES FROM MAY 21, 2015

- ◆ Next meeting day corrected from Wednesday, June 4, 2015, to Thursday, June 4, 2015. Motion to approve minutes as corrected by Paul Clark, second by Eric Reed.

FINAL DRAFT – CRITERION #3

- ◆ Brad submitted the final draft for Criterion #3 and Dottie placed the evidence links in the assurance system. Dottie will be meeting with Dr. Rosati this afternoon for review of Criterion #3.

ACCREDITATION FINAL DRAFT EXPECTATIONS AND TIMELINE

- ◆ Dottie outlined the steps to take as the final draft is being prepared.
 - Each core component and sub-component is addressed in detail.
 - Evidence place holders are clearly indicated throughout the document.
 - A summary for each criterion is complete. Remember to assert that the criterion expectations have been met.
 - Evidence files are saved to the “X” drive in the evidence folder housed within the main criterion folder.
 - Please use the same document name in the “X” file as used as the place holder in the document.
 - Please have your final draft to Dottie two days prior to the due date for review and so the evidence links can be established.
 - Dr. Rosati will be reviewing from within the assurance system. Let’s give him the most professional presentation possible.

- ◆ The final draft timeline is as follows:
 - Criterion 3 – complete – Dottie to review with Dr. Rosati June 4, 2015
 - Criterion 2 – June 9, 2015, to Dottie – review with Dr. Rosati June 11, 2015
 - Criterion 1 – June 16, 2015, to Dottie – review with Dr. Rosati June 18, 2015
 - Criterion 5 – June 23, 2015, to Dottie – review with Dr. Rosati June 25, 2015
 - Criterion 4 – June 30, 2015, to Dottie – review with Dr. Rosati July 2, 2015
 - Federal Compliance – July 7, 2015, to Dottie – review with Dr. Rosati July 9, 2015

HELP AND SUPPORT

- ◆ Dottie will help gather evidence and assist anyone who is waiting for information from others.
- ◆ Glenn is waiting for student demographics information from others on campus. Brad will forward what he has from the IPEDS Data Feedback Report 2014.
- ◆ Paul is waiting for information that is needed for Criterion 5. He will email the list of requested information to Jennifer McConville and Dottie.

OTHER ITEMS, QUESTIONS OR CONCERNS

- ◆ Reminder to recheck Master-To-Do List with what we have completed.
- ◆ An Advisory Committee Meeting folder will be put on the “X” drive. Sub-folders will be created for each department. Minutes of Advisory Committee meetings will be available if requested by the Accreditation Team.

NEXT MEETING

- ◆ Thursday, June 18, 2015, at 11:00 am, Ag Hall Conference Room.

MEETING AJOURNED

- ◆ Motion by Glenn Jackson to adjourn, second by Brad Ramsdale.