ACCREDITATION STEERING COMMITTEE MEETING
December 11, 2014
7:00 AM – Education Center, Room #137

MEMBERS:
Dottie Evans (Facilitator)  Becky Currie (Absent)
Glenn Jackson (Absent)     Jo Bek (Absent)
Ricky Barnes (Absent)      Brad Ramsdale
Paul Clark                Jan Price (Recorder)
Tina Smith                Jennifer McConville (Absent)
Scott Mickelsen (Absent)   Eric Reed (Absent)

The Accreditation Steering Committee Meeting was called to order at 7:00 am with the above referenced individuals in attendance.

WELCOME

◆ Dottie Evans welcomed everyone to the meeting.

APPROVE MINUTES FROM NOVEMBER 20, 2014

◆ No additions or corrections to the minutes.

MEETING SCHEDULE

◆ The Accreditation Steering Committee will begin meeting once per week starting in January, 2015. Various times and days during the week were discussed. Dottie will request each member to submit a schedule so the best time and day can be arranged for everyone.
◆ In order to keep Administration informed of the Committee’s progress, all writing will be submitted to Dr. Rosati and Dr. Mickelsen by mid-February. They will review and return to Committee by March 1, 2015.

WRITING REVIEW OF CRITERION #3

◆ General discussion about Criterion #3, Core Components, Assurance Section Checklist. Brad asked for input for 3.E. The institution fulfills the claims it makes for an enriched educational environment.
  o 1. Co-curricular programs are suited to the institution’s mission and contribute to the educational experience of its students.
  o 2. The institution demonstrates any claims it makes about contributions to its students’ educational experience by virtue of aspects of its mission, such as research, community engagement, service learning, religious or spiritual purpose and economic development.
Brad has made revisions to Criterion #3 and will put on the Common drive. He and Eric will continue writing Criterion #3.

Discussion of where to submit information and how to organize it.
  - Organize documents by Criterion and then sub-folders
  - Keep all information in each Criterion folder
  - Dottie has source documents on X drive

**REVIEW OF TIMELINE**

- **January 14, 2015**  Master to do list updated
  - Criterion Leaders – all items assigned will be at least 25% complete by the first January meeting. Identify exact location, including page # and url.

- **January 21, 2015**  Criterion 1 checkpoint with Steering Committee
- **January 28, 2015**  Criterion 2 checkpoint with Steering Committee
- **February 4, 2015**  Criterion 4 checkpoint with Steering Committee
- **February 11, 2015**  Criterion 5, checkpoint with Steering Committee
- **February 18, 2015**  Federal Compliance checkpoint with Steering Committee
- **February 25, 2015**  Incorporate feedback from Steering Committee
- **March 1, 2015**  Initial Dean’s review of Criteria complete

**NEXT MEETING:**

Week of January 12, 2015, time and date to be announced.

Meeting adjourned.