Accreditation Steering Committee Meeting Minutes
May 1, 2014

Present: Scott, Dottie, Brad, Jo B., Randi, Eric, Jennifer, Matt, Jan P., Becky, Tina
Absent: Ricky
Dottie welcomed everyone
Minutes from last meeting-No changes
2016 Reaffirmation of Accreditation TIMELINE-Dottie and Scott got it finalized
The time of the meetings-it was asked if we could change the time-no decision was made.
Finalized list of Criterion Team Members:
   Discussed committees to date-these are still being put together-will discuss further at the next meeting on May 15
Demonstrations
   Assurance System-Dottie
      Dottie reviewed the system
      The system will be backed up on the HLC Server
      Will it be backed up at NCTA? Dottie said it has been discussed, possibly a file on the Common Drive
      Dottie is the only one with access to the Administration tab
      Access to the system: Dottie, Scott, Dr. Rosati, 5 team leaders and one other person from each team. Dottie will get these set up.
   Base Camp-Tina
      Tina explained how it works and how it could work for accreditation
      The way it would work is this would be the working area for each team to interact with sharing content, comments, etc.
   Box-Tina
      Could work but not as effective as Base Camp
Wording
   Dottie stated that we are limited on how concise the findings can be. Response, Arguments, etc.
   Scott and Dottie will have an example at the next meeting of how these need to be.
Discussion- “Checklists & Criterion Links”
   Assumed Practices Checklist and Assurance Section Checklist
   Some discussion about the checklists. Homework for next meeting-the committee is to look over the checklists and we will discuss at the next meeting.

Next meeting will be on Thursday, May 15th at 2:00 p.m. Traci will send out the updated meeting invite.