Accreditation Steering Committee Meeting Minutes
August 21, 2014

Present: Paul, Jennifer, Jo, Jan P., Eric, Brad, Dottie
Absent: Scott(RA Training), Tina(RA Training), Randi, Becky (on leave),

1. Welcome
   a. Updates to minutes from last meeting 7-22-14-Approved as presented.
2. Filling vacancies-Matt, Becky
   a. Do not replace Matt and integrate Becky when she returns.
3. Fall meeting schedule-First and Third Thursday of the month
   a. Some discussion
   b. We will go with what was proposed and see how it goes.
   c. Dottie asked for feedback after we meet a couple of times and we can revisit the meeting times.
4. Timeline-October 15th deadline
   a. Identify evidence to be used for each criteria by October 1st.
   b. Develop first draft of assurance arguments for each criteria. Identify evidence links to be included.
5. Assurance System
   a. Dottie went over the system
   b. Dottie is encouraging everyone to use the assurance system and let her know if they have any questions or concerns.
6. Checklists
   a. Assumed-evidence that we have to available for the accreditation review team.-we need to have a list of who has what information. (Keeper and where it is kept)
   b. Assurance-proof that we are successfully doing the things that we were not doing
      i. Criterion 2-Item 5-Dottie will take care of putting the announcement of the visit on the website 3 months in advance.
      ii. Criterion 3-Item 3B1-It is clearly listed in the Catalog that Gen Ed Classes are being included in all of the majors. There is not a specific certificate for General Education at this time. Dottie will check on whether or not we are required to have General Education classes included in our certificate programs.
      iii. We will go over more of the Assumed and Assurance items at the next meeting.