

**Accreditation Advisory Group
Meeting Notes
September 12, 2012
3:00-5:00 p.m.
ATC 103**

In attendance: Sue Rohlicek, Jeanie Dewhurst, Ann Patton, Laurie Lema, John Freytag, Peter Garcia, Jeanette Peavler, Mario Tejada, Lindsey Lang, Andy Kivel, Newin Orante, Ted Wieden

1.	Agenda Review (Action) The agenda was accepted as presented.
2.	Approval of August 29, 2012 Meeting Notes (Action) Meeting notes stand as written.
3.	Review Draft SLO Report The SLO Committee has reviewed two of the seven parts of the SLO Report. They will review the remainder of the work by the end of this week, 9/14. Lindsey feels that a lot more detail can be included. They have not seen any major gaps. Ellen Kruse, the technical writer, is attending the SLO meetings. The committee feels that deadlines will be met. A draft copy of the report will be available for the September 18 Faculty Senate meeting. The student services portion of the report will be completed by Friday, 9/14. Newin will meet with Ellen directly. Laurie will have a conversation with Ellen about how all the parts from the different areas are being included in the report.
4.	Accreditation Technical Writer The announcement for the technical writer position went out. Ted, Susan, and Sue will serve on the interview committee. They will develop the interview questions and the writing sample query. Interviews will be held on Wednesday, September 26.
5.	Accreditation Standards and Committees Suggested names were given for workgroup committee members. Sue will email the final list to everyone. Laurie and Ann will talk about committee membership at their Senate meetings. Laurie and Susan will begin a draft email to the college about becoming a member of the Standard workgroup. There will be a short paragraph description for each Standard with a link to the ACCJC website. After discussion, it was agreed that the first email requesting committee members will come from Peter. This fall will be spent reviewing the Standards and scheduling group study workshops. Marketing will also help to get the message out. Peter was asked to contact ACCJC to see if it's possible to schedule a training workshop at the college. There will be a discussion about a possible January FLEX workshop at the AAG's January 26 meeting. A recommendation was made to determine if there are any issues bubbling up that can affect accreditation. It was agreed that it is better to discover the issues early in the process. This topic will be added to the September 26 meeting agenda. The Strategic Planning Taskforce can help with this issue. Peter will ask Emily and Tish to share the survey with the advisory group members.
7.	Other ACCJC on standards.

Meeting adjourned: 4:30 p.m.

**Next Meeting: September 26, 2012
ATC 103**