

**Accreditation Advisory Group
Meeting Notes
August 28, 2013
3:00-5:00 p.m.
ATC 103**

In attendance: Susan Lamb, John Freytag, Ted Wieden, Mario Tejada, Laurie Lema, Jeanette Peavler, Sue Rohlicek, Andy Kivel, Becky Opsata, Ann Patton, Jeanie Dewhurst, Peter Garcia

1.	Agenda Review (Action) There was consensus approval to accept the agenda as presented
2.	Announcements <ul style="list-style-type: none"> • Rachel Reyes, co-editor of <i>Inquirer</i>, joined the meeting as a guest.
	Approval of May 15, 2013 Meeting Notes There was consensus approval of the May 15, 2013 meeting notes.
4.	Substantive Change Review Susan Lamb stated that the most recent draft of the substantive change report is posted on the Portal. She asked for AAG member feedback by Monday, 9/2. She will ask Susan Clifford, VP at ACCJC, to give feedback prior to sending it off for ACCJC for formal review. Susan and Becky Opsata will follow-up on the definition of online course instruction. Appropriate student data will then be requested. Susan asked AAG members to closely review the Eligibility Requirements section. This information will be included in the self-evaluation.
5.	Update on Self-Evaluation Report Susan Lamb shared where most Standards committees are with their initial drafts. A completed draft is due by December 13, 2013. Susan and Becky are meeting with the Standards committees in the next couple of weeks. Susan will post her comments on the Portal. She suggested reviewing each section in the next couple of AAG meetings. A suggestion was made to have ground rules for responses once the final draft is available for feedback.
6.	Possible Meetings with Co-Chairs – 10/23 & 11/13 After discussion, it was agreed to have the meeting with the Standards co-chairs on October 9. Susan's office will notify the co-chairs of the meeting and book the room. Susan and Laurie Lema will develop a framework for this meeting. Rachel Reyes, the student guest, was asked if she would like to be the student representative on this advisory group. She will check with the <i>Inquirer</i> advisor to make sure there is no conflict of interest. Possible agenda items for the September 11, 2013, meeting: <ul style="list-style-type: none"> • Substantive Change Report completion • Report back on individual meetings with Standards committees.

Meeting adjourned: 4:18 p.m.

**Next Meeting: September 11, 2013
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