

**Cañada College**  
**Accreditation Steering Committee Meeting**  
**Wednesday, February 22, 2006**  
**1:30 p.m. – 3:00 p.m. Room 17-107**

**Present:** Alicia Aguirre Co-Chair, Jennifer Castello, Rich Follansbee, Doug Hirzel, Ray Lapuz, Phyllis Lucas-Woods, Monica Malamud, Melissa Raby, Anniqua Rana, Bart Scott, Terry Watson (Pat Tyler-minute taker)

**Absent:** Margie Carrington, Roberta Chock, Patty Dilko, Jeanne Gross, Linda Hayes, Marilyn McBride Co-Chair, Patricia Pickett-Wilder

**Guests:** none

**1. Finalize meeting dates and Standards committees membership**

Co-Chair Alicia Aguirre shared updates with the committee:

- (1)** Alicia stressed the need for strong leadership from Co-Chairs to encourage their committee members to really begin the tasks involved in gathering evidence and writing about their findings.
- (2)** At each of the upcoming steering committee meetings each Standard Committee Chairs should be prepared to discuss the progress their respective committee has made.
- (3)** Finding an Editor: Alicia and Marilyn will put out a campus announcement within the next 2 weeks asking for candidates interested in participating as the editor for the accreditation report. If an internal candidate cannot be found a search for a candidate from outside of the campus will be necessary.
- (4)** Each committee should provide a list of all faculty and Classified members and all scheduled meeting dates to Marilyn and Alicia (cc Pat Tyler) as soon as possible.
- (5)** Please take minutes at all meetings and email copies to Marilyn and Alicia (cc Pat Tyler)

**2. Report from Standard Committees**

- **Standard 1** – Report given by Rich Follansbee. Provided a list of committee members and meeting dates. Elizabeth Terzakis is the Theme Captain. Have met discussed assignments which have been finished. Currently working on developing a questionnaire. Will edit later this week and will distribute and expect feedback within 2 to 3 weeks. Biggest Challenge has been establishing meeting dates where all can attend.
- **Standard 2** – Report given by Melissa Raby and Anniqua Rana. Provided a written report addressing all areas put forth in the agenda. They have divided into three sub-committees which are creating surveys, identifying resource persons etc. Challenges, Still need a representative from Science, Suggestions were given of faculty members to contact. Anniqua will pursue this.
- **Standard 3** – Report given by Doug Hirzel. Four sub-committees have been formed and have met or will meet by the end of the week. They are in the process of developing a questionnaire and identifying key resource people to interview. Are beginning the writing process.

- **Standard 4** – Report given by Phyllis Lucas-Woods and Monica Malamud. Tentative dates have been established. It has been a huge challenge to find meeting times in which everyone can attend. Have assigned tasks to members. Monica is the Theme captain. The committee is brainstorming how to find evidence of themes. Will be exchanging information at meetings next week.
3. **Shared Folders** – Would committees be interested in establishing shared folders for each committee to file their working documents?
    - Strong interest from some committee chairs. Others not as interested especially if it is a new process that has to be learned. Not enough time to learn new software.
    - Security issues, who will have access, who will manage folders?
    - Ray Lapuz will check with Jasmine Witham at ITS to set up a test site.
  4. **Surveys** – **When committees are developing surveys the information needs to be shared with other committees in order to avoid repetition. Ray Lapuz has successfully set up surveys that can be emailed to users.**
  5. **Timelines** – Alicia distributed 2007 Accreditation self-study Timeline. The document lists what/when work needs to be completed from now until the ACCJC visit in October 2007.

Meeting adjourned at 3:00 p.m.