

Standard IIC Minutes
Friday, September 16, 2005

This is a follow-up e-mail to what we discussed and decided at today's meeting.

- Attached is the division of writing assignments. Please look it over and see if it matches what you have.
- For this semester we are only writing descriptions of the LRC's area and services. Next semester we will be writing a self-evaluation to see how well the library is meeting the accreditation standards and incorporating the accreditation themes in the writing.
- While we are writing the description, we will be citing and collecting evidence that back up our description (and also back up our self-evaluation next semester.)
- Some places of where to find evidences or what evidence to use is on the second page of the attached list. If you need other pieces of evidence to back up what you have written, please contact me and I will get that for you or direct you where you can find it.
- Use West Hills College Coalinga (WHCC) handout as a sample on how to write and cite your description.
- Also use the Formats and Style sheet on the accepted use of formatting, writing style, abbreviations, capitalization and numbers
- E-mail the descriptions that you have written to all the committee members by Friday, October 14.
- Our next meeting will be at 10:30 am on Friday, October 21, at the TLC