

## ACCREDITATION STEERING COMMITTEE

Members Present: Brown, Chiriboga, Ford,  
McNeil, Nesta, Nette, Perri, Riley, Satele,  
Wangler

Members Absent: Gonzales, Marron

A regular meeting of the Cuyamaca College Accreditation Steering Committee was held on September 14, 2007 in Room F106.



### Agenda Item

### Discussion

#### *1. Approve Minutes*

Tabled.

#### *2. Accreditation Visit*

It was reported that the Visiting Team would be staying at the Sycuan Resort, and a roster of the visiting team was distributed.

The following key points were addressed:

The visiting team would be arriving on Monday, October 22, and on Tuesday, October 23 will visit the college.

- Opening reception will be held on Tuesday morning from 8:15-9:15

- Their visit will include four events; reception, 2 open forums (1 in the evening and 1 during the day) and an exit forum

- It is anticipated that the visiting team will want to visit with the following committee/councils:

- Innovation & Planning
- Curriculum
- Academic Senate
- President's Cabinet
- Program Review
- Academic Master Plan

As the team members read standards then a schedule of meetings with groups or

individuals will be decided. During their time at the college the emphasis will be on evidence review. During an initial meeting with the visiting team chair and assistant, they indicated that the team would emphasize integrated planning, program review, and Student Learning Outcomes.

A. Brown inquired as to how the non-campus community would have knowledge of the visit. The Accreditation Steering Committee chairs will be organizing a mailing list to forward a printed pamphlet with all the vital information about the visiting team's schedule.

During the visit the team will schedule meetings with Board Members and the Chancellor. At the exit meeting the visiting team will share a general overview of tentative recommendations. Committee members should plan to attend at least one of the open forums.

A. Nesta suggested that all of the committees that are scheduled to meet with the visiting team should wear name tags.

The group discussed the "Survival Kit" to be distributed to the visiting team and organized by the Hospitality Committee to include:

- Lannards
- Notepad
- Pencil
- White Out
- Posted Notes
- Paper Clips
- Mousepad
- Snacks: lifesavers, Granola bars
- Folder with
  - Directory of all committee chairs, invitation, schedule of events.
  - Map of Campus
  - Map of Hot Spots
- Stapler (small with logo)
- Tylenol/Advil

- “Emergen - C” Packet

In addition, there should be “snacks” available for the visiting team in the TLC. For instance drinks (soda, water, etc.). The committee should plan to coordinate a “welcome” bag to be distributed at the visiting team’s conference room at Sycuan.

### *3. Retreats*

The co-chairs briefly discussed the upcoming retreats to disseminate information about the upcoming visit. The college is urging leadership and any committees to put accreditation on their agenda and share three things: Executive Summary (Abstract), Planning Agendas and roles.

An information pamphlet will be distributed approximately a week before the visit to include a cover letter from the President and including the itinerary.

### *4. Evidence*

D. Miller reported on the status of the evidence in the team room.

### *5. Other*

The SLO Review Task Force in conjunction with the Curriculum Committee will be issuing a memo to forward to Instructional Operations any course outlines that are going to include SLOs so a list can be generated and included with the evidence for the visiting team

The Self-Study addendum is being done by M. Wangler and C. Chiriboga. Every Cabinet member will be submitting an update for their area, and will send it to Committee for review.

### TLC Preparation

Arleen Satele will be making sure the following tasks are to be done before the accreditation team comes:

- o TLC area - disable the alarm on the emergency exit door so it can be a main point of access for the accreditation team
- o TLC area - provide keys for the TLC for

accreditation team

- TLC area - deep cleaning carpets, windows, tables, walls, lighting, etc.
- LRC entrance - deep cleaning carpets, entryway walls, lighting, etc.
- LRC 1<sup>st</sup> floor restrooms - sinks, counters, walls, seat covers, replaced or maintained.
- LRC outside area - power wash cement floor, all outside windows, landscaping, etc.
- Food Area - Coyotes Den trailer (scheduled to be moved in November), canopy (taken down), cement benches (power washed)