

Minutes  
Accreditation Project Leadership Team Meeting  
April 17, 2006

Present: Deb Wilke; Janna Oakes, Barbara Borow-Stephens and Bob Moore

Guests: Bert Glandon and David Shellberg

- The team and guests engaged in a lengthy discussion of key points arising out of their participation in the recent NCA/HLC Conference in Chicago:
  - Establish a comprehensive data gathering site by criterion.
    - Provide backup on compact disc.
    - Also establish a content management system.
    - Include document locator capabilities.
    - Provide for the ability to drill down to surveys.
    - Work with TSS on these processes. (Available time? Expertise?)
  - Establish a specific plan and timetable for placing computers in the resource rooms. (David Shellberg will contact Doug Amis.)
  - Provide flash drives for the site-visit team. (Budgeted for in the NCA SPU)
  - Establish a system for document scanning, storage and retrieval.
  - Establish a time frame for contacting the site team leader to determine the team's technology and other potential needs.
  - Confirm who will conduct a mock evaluation and when. (David Shellberg will coordinate arrangements (possibly with Ben Yohe from CMC and Stanton Gartin from NJC).
  - Establish a precise means and timeframe for the deployment of an employee survey. (David Shellberg is seeking feedback and will forward information to the team.) Use the Employers' Council when going forward with future survey deployments.
  - We need a central location for ACC committee minutes on the web. (Bert Glandon will address human resource needs, as indicated below.)
  - Ensure access to SBCCOE minutes and budgets. (Bert Glandon will address this with Nancy McCallin and Barbara McDonnell—see below.)
  - Ensure that all ACC job descriptions are current. (David Shellberg will address this issue with David Castro.)

(The following three items will be added to Bert Glandon's "Accreditation To-Do List.")

- People power: Prepare a six-month budget to accommodate human resource/cross training needs (related to items above). Prepare a subsequent six-month budget for maintaining additional data entry and related systems established as indicated above.
- Budgets: Consult with Bob Rizutto to write a few paragraphs explaining how community colleges are funded (funding formula). Incorporate this into the self study.

- Talk with Nancy McCallin and Barbara McDonnell about updating the CCCS website with current minutes, organizational charts and budget information.

(In addition ...)

- Bob Moore will provide information weekly (or as needed) to Cindy Murphy, for inclusion in Bert's Alerts, regarding progress on the "1996 site visit Concerns and Suggestions" and other reaccreditation issues on an as-needed basis.
- Janna Oakes will compose a draft memorandum from Bert Glandon to the community regarding the pending site visit and related expectations.
- Janna Oakes will draft a schedule of "Town Hall Meetings" for the Fall 2006 semester, in preparation for the December NCA site visit.