

Minutes
Accreditation Project Leadership Team Meeting
March 13, 2006

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

- The team discussed in some detail Donna Chrislip's extensive editorial remarks applied to Chapter One (Introduction) of the Self-Study Report:
 - Janna and Barbara will work together to divide the Chapter One text into two new chapters. One chapter will incorporate the "history" and "self-study process" materials; another chapter will incorporate the "Progress on Concerns from the 1996 Site-Visit Report" and the "Progress on Suggestions from the 1996 Site-Visit Report."
 - Barbara will extract and edit the various "Current Trends" paragraphs from the Introduction chapter and forward them to Bob with recommendations as to where in the five Criteria chapters the information might best be included. Bob will incorporate that information into the criteria chapters.
 - Bob will edit the other chapters based when the remainder of Donna's input is received. Bob will seek assistance from the steering committee members when additional research is required.

- The team discussed issues surrounding the compilation, storage and retrieval of syllabi throughout the college. Bob has begun gathering information and will share the results in the future with the VPI.

- Deb will clarify with Executive Team whether or not ACC has a current "Institutional Assessment Plan" and a "Communication Plan."