

Minutes  
NCA Self-Study Steering Committee Meeting  
August 30, 2006, 3:00-5:00 P.M.

Present: Diane Hegeman; Barbara Borow-Stephens; Don Melton; Linda Whitehouse; Buz Newman; Janna Oakes; and Bob Moore.

Absent: Ruth Hidalgo

Guest: Tom Gonzales

- Tom Gonzales, a consultant with accreditation experience and expertise, provided the steering committee members with a number of observations and recommendations related to ACC's self-study process and report, based upon his familiarity with ACC, CCCS and HLC/NCA, and his thorough review of ACC's draft Self-Study Report. Throughout his interactive presentation, Mr. Gonzales also answered a number of questions from committee members. His recommendations regarding the report included:
  - Keep the report consistent; provide continuity for the reader.
  - Avoid text fragmentation; give one voice to the compilation of writings.
  - Keep the tone positive, and criticism of governing entities to a minimum.
  - Keep the emotional "stuff" out and stick to facts that can be substantiated.
  - Emphasize future focus: "Where do we go from here?"
  - Maintain format consistency, with current and accurate links.
  - Answer the question: "How do we view ourselves?"
  - Answer the question: "How do we value this process?"
  - Address "sustainability," using the process to improve ACC over time.
  - Incorporate the four themes presented in Section 3.3 of the Handbook of Accreditation.
  - Consider how institutional research and evaluation are used for quality improvement and leadership development. How does institutional research mesh with student learning and student services?
  - Stick primarily to facts and important details; don't be too descriptive.
  - In Chapter One, a side-bar chronology would be a nice touch.
  - Avoid whining too much about state finances.
  - Show how professional development money is tied to SPU's
  - Discuss academic practices.
  - Avoid following the report with an addendum (unless urgent).

Recommendations regarding the resource room included:

- Ensure travel and accommodation arrangements "airport to airport."
- Establish responsibility for shuttle logistics. Who will be responsible for getting each evaluation team member from point to point?

- Provide an accreditation history notebook in the resource room.
- Organize files in a logical, easy to find fashion (i.e., color coded).
- Include manuals and budgets.
- Assign an employee to help locate documents.
- Instruct the evaluation team regarding organization of the resource room.

Other recommendations included:

- Ensure network security for team members' writings while at ACC.
  - Officials at Swedish Medical Center should be notified about the need to be available for interviews, etc.
  - Enroll the site team members as students in an online class.
  - Post the final edition of the Self-Study Report on the Web and urge the campus community to read it and prepare themselves for meetings, questions and the site visit.
  - Meet with campus community groups to prepare folks for the visit.
  - Determine what groups within the campus community should be gathered to meet with the site team. (Bert should discuss this with the team chair.)
- After Mr. Gonzales concluded his presentation and left the meeting, the team members engaged in further discussion of his key points.