

ACCREDITATION STEERING COMMITTEE

February 8, 2013

1:30-3:30

IT 101

ATTENDEES:

- **Attendees:** Arend Flick, Gail Zwart, Koji Uesugi, Sheryl Tschetter, Margarita Shirinian, Hetal Patel, Mark Lewis, Dimitrios Synodinos, Brianna Boykin, Jan Muto, Debra Creswell, Greg Aycock, Natalie Aceves, Kevin Fleming, Damon Nance, Gustavo Ocegüera, Diane Dieckmeyer, Lyn Greene, Linda Wright, David Bobbitt, John Moore, Carol Farrar, Sarah Burnett, Vivian Harris, Phu Tran, John Coverdale, Tom Wagner, Jonathon Truitt (student), Nicole Ramirez, Melissa Bader, Jocelyn Yow (student), Dominique Hitchcock, Marissa Edelman (student)
- **Absentees:** Wendi Alcazar, Patti Brusca, Sharon Crasnow, Hortensia Cuevas, Mark DeAsis, Debbie DiThomas, Monica Green, Daniel Lambros, Maria Maness, Steve Monsanto, Shaunna Sutter (student), Jim Thomas, Jefferson Tiangco

WELCOME

- Arend welcomed everyone to the meeting and thanked them for all their hard work on the drafts.

REVIEW TIMELINE

- Reviewed the timeline handout.
- Individual writings need to be submitted to your co-chair near the middle of April. Your group may need to set some internal deadlines in order to meet the dates on the timeline.
- Co-chairs will need to combine the individual submissions and submit one document for their standard.
- While the committees are working on their drafts Dr. Dieckmeyer and Dr. Flick will be working on the recommendations, collecting evidence and looking at other areas that need attention.

REPORTS FROM STANDARDS

- Standard I (Dominique and Greg)
 - Everyone has completed first draft. Shared the process of how they were writing their standard (make an assertion then support it with evidence).
 - Referred to Mt. Sac self-evaluation as a helpful guide.
 - Currently working on gathering evidence.
- Standard II (Sheryl and Carol)
 - Shared their writing process which was to collect evidence and then make assertions.

- Everyone submitted their drafts.
- Group will meet more often instead of communicating on-line.
- Also utilized the Mt. Sac self-evaluation.
- Standard III (Jan and David)
 - Half of the standard is working on second draft the rest are working on the first draft.
 - Suggestion regarding posted meeting minutes – would like to see all handouts posted with the minutes.
- Standard IV (Sarah and Lyn)
 - Most of the group is working on the second draft or waiting to receive their comments from the first review.
 - Have most of their evidence collected.
 - Standard IV received a sample/draft from the district that included evidence that may be useful for Norco. The entire document may be a helpful resource.
 - Digital evidence is currently being collected by Natalie and Gustavo.

REMINDERS

- a) Planning Agenda Items
 - Look at the planning agenda items in the notebook that you received. The items that have not been addressed need to be discussed in your new drafts.
- b) Evidence Issues (including citing evidence)
 - Arend reviewed how to include and list (alphabetical) evidence in your draft.
 - Will probably need a separate flash drive to include documents that are not url.
 - Discussion on exactly what evidence is.
 - Evidence on intranet will be moved off that site and on to the Norco website.
- c) Other?
 - Norco has a research website. www.norcollege.edu select “About Us”, click on “Academic Affairs”, then click on “Research”.
 - Also utilize the new strategic plan and the mid-term report as additional reference items.
 - The intranet committee website has a new folder called “Helpful Resources”.
 - Dr. Dieckmeyer discussed her “gap” list and suggested that team members keep and share their own “gap” list with her.

CLOSING

- Thank you from Dr. Dieckmeyer to everyone for all the hard work.
- Student expressed thanks for the hard work on college accreditation and indicated that the ASNC is working on a shared student government website that contains lots of evidence gathered by the students.

PLEASE SIGN IN

ACCREDITATION STEERING COMMITTEE

~~MEMORANDUM~~

February 8, 2013

1:30-3:30 (IT 101)

Jonathan Smith (Student)	
Mary Truitt	
Margarita Shirinian	
Cecile Zwart	
Arend Fliede	
Nicole C. Ramirez	POI
Debra O'Sullivan	PREZ OFFICE
Hetal Patel	DHR
Koji Uryu	Spe. Enrol Program
Brona Blykin	EOPS
Jan Muto	COMM
Natalie Alexis	TRANSFER.
Damon Nance	
Dee Ball	
Sarah Burnett	
Tom Wagner	
John Colesdale	CIS / BERT
VIVIAN HARNIS	LIB/COMM
DIMITRIOS I SYNODINOS	
MEISSA BADER	COMM/ENCL
Jocelyn Yow	ASNC / student