



<b>Accreditation Committee</b>		
<b>MINUTES FOR Friday, September 1, 2017</b>	<b>12:00 p.m.</b>	<b>Cravens Student Service Center, Multi-Purpose Room</b>
<b>Members Present:</b>	Amanda Phillips, Annebelle Nery (Co-Chair), Bert Bitanga (Co-Chair), Carl Farmer, Christen Smith, Courtney Doussett, Daniel Martinez, Donna Greene, Gary Ginther, Jenn Baker, Joel Kinnamon, Leslie Young, Lisa Howell, Pamela Ralston, Scott Ventura, Sheri Willis	
<b>Members not Present:</b>	Chris Jones-Cage, Luis Castellanos, Mary Anne Gularte, Rick Rawnsley, Sandra Hauf, Wendy Sanders	
<b>Guest(s):</b>	Brandon Toepfer, John Ramont, Mac McGinnis, Misti Santana, Tim Nakamura, Virginia Ortega	
<b>Recorder:</b>	Mary Lou Marrujo	

**AGENDA**

<b>1. Call to Order/Roll Call – Meeting convened at 12:06 p.m.</b>		
<b>2. Action Item(s)</b>		
<b>2.1 Approval of Agenda</b>		
DISCUSSION	None.	
CONCLUSION	Agenda approved as amended.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
		<b>DEADLINE</b>
<b>2.2 Approval of May 5, 2017 Minutes</b>		
DISCUSSION	None.	
CONCLUSION	Minutes approved as submitted.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
		<b>DEADLINE</b>
<b>3. Information/Discussion Item(s)</b>		
<b>3.1 Update on Visiting Team</b>		
DISCUSSION	<p>Dr. Nery reported on the trainings that have occurred with leadership co-chairs over the summer. Now that faculty are back, their training sessions are being scheduled.</p> <p>Dr. Kinnamon has had a pre-meeting with the Chair, Dr. Laurie Bennett. She has scheduled a pre-visit on September 20<sup>th</sup>, at which time she will narrow down the logistics. We are hopeful to get their schedule in the next two weeks.</p> <p>This afternoon Dr. Nery is sending Dr. Bennett all of the fall courses that are 100% online. The visiting team has already requested live access to the shells.</p>	
CONCLUSION		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
		<b>DEADLINE</b>
<b>3.1 Update on visiting week logistics</b>		

DISCUSSION	<p>The logistics team members: Annebelle Nery, Bert Bitanga, Sai Vang, Jeff Larson, Katie Chartier and Mary Lou Marrujo.</p> <p>If you are selected for an interview committee, you will be provided a card with the logistic team’s cell phone and work numbers. The primary reason to have these contact numbers is due to the responsibility of the ALOs (Dr. Nery and Professor Bitanga), which is that they are required to write a summary report for the Superintendent/ President every evening. Every morning he will be meeting with the Board Chair to review the summary report. The report is to include who was interviewed, any additional evidence or questions the evaluation team asked, and a summary of the different interviews. During the visit Dr. Nery and Professor Bitanga will be available 24/7.</p> <p>The visiting team will have sole use of the CSSC multipurpose room during their visit. No one, other than the visiting, will have access to the multipurpose room..</p> <ul style="list-style-type: none"> <li>• Every conference room in CSSC building has been blocked off for the week to accommodate interviews.</li> <li>• Brandon Toepfer is working on securing golf carts.</li> <li>• Tim Nakamura and Brandon Toepfer will have their staff block off one row in parking Lot 2 for the visiting team that week.</li> <li>• The Pollock has been reserved the afternoon on the last day of the visit for exit interviews.</li> <li>• Name badges and fobs are to be ordered for each visiting team member.</li> </ul> <p>It was suggested to schedule a debrief meeting.</p> <p>Dr. Nery and Dr. Daniel Martinez will be welcoming the visiting team on Sunday as they begin arriving at the airport and drive them to the hotel.</p> <p>Dr. Nery suggested that faculty committee members add their class times to their Outlook calendars so assistants know where to find them the week of the visit.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
Schedule a debrief meeting.	Mary Lou Marrujo		
<b>4. Adjournment:</b> 12:47 p.m.			

**NEXT MEETING:**

Friday, September 22, 2017  
12:00 p.m. to 1:30 p.m.  
Cravens Student Service Center,  
Multipurpose Room