



<b>Accreditation Committee</b>		
<b>MINUTES FOR Friday, September 22, 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, Sandra Hauf, Sheri Willis, Wendy Sanders	
<b>Members not Present:</b>	Chris Jones-Cage, Kim Dozier, Luis Castellanos, Mary Anne Gularte, Rick Rawnsley, Scott Ventura	
<b>Guest(s):</b>	Brandon Toepfer, John Ramont, Liz Barnwell, Mac McGinnis, Tim Nakamura, Virginia Ortega	
<b>Recorder:</b>	Mary Lou Marrujo	

**AGENDA**

<b>1. Call to Order/Roll Call – Meeting convened at 12:14 p.m.</b>		
<b>2. Action Item(s)</b>		
<b>2.1 Approval of Agenda</b>		
DISCUSSION	None.	
CONCLUSION	Agenda approved as submitted.	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>2.2 Approval of September 1, 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 (Nery)</b>		
DISCUSSION	<p>Bios of the visiting team can be found on the accreditation website. <a href="#">Accreditation Visiting Team</a> (<i>link</i>) Our visitors will be wearing COD-branded name badges; please provide a warm welcome to campus when you see them.</p> <p>The third edition of the Accreditation Newsletter was distributed district-wide by email last week. <a href="#">Accreditation Newsletter</a> (<i>link</i>)</p> <p>Two weeks ago the Chair, Dr. Lori Bennett, met with her full team and they have already done some prewriting. At this time they have not requested additional evidence.</p> <p>Dr. Nery commented that normally the co-chairs of each standard would have their own interview with the team, but because it is so clear to them that</p>	

	<p>everyone worked together with all constituents groups and the Senate, they be not be meeting with the co-chairs one-on-one.</p> <p>Dr. Nery provided an “Accreditation Visit Team Request” form (copy attached). If more detail and/or evidence is requested by one of the visiting team members during an interview, you are to complete a form rather than relying on your recall. The form is then submitted to Dr. Nery’s office, who will then compile the request information for Dr. Kinnamon.</p>
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

**3.1 Update on visiting week logistics**

DISCUSSION	<p>Earlier this week Dr. Bennet and her assistant came on a site visit to inspect their team room and facilities at the hotel, along with a tour of the campus. They were very pleased with the setup of their work areas here on campus and at the hotel.</p> <p>Dr. Kinnamon will be meeting with Dr. Bennett twice a day during their visit—morning and afternoon. Dr. Bennett will also be meeting with some of the Trustees.</p> <p>There will be an informal meet and greet between the visiting team and our accreditation team the morning of their first day here—Monday, October 2<sup>nd</sup>, from 8:30 a.m. to 9:30 a.m.</p> <p>There will be two open forums; one on Monday, October 2<sup>nd</sup>, 4:00 p.m. to 5:00 p.m. in the Pollock Theater. The second open forum is scheduled on Tuesday, October 3<sup>rd</sup>, 11:00 a.m. to 12:00 p.m. at PSA-18.</p> <p>A final schedule is still pending. We also have not yet received information on the format of their exit interview.</p>
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

**4. Adjournment:** 12:41 p.m.

NEXT MEETING (debrief):  
 Friday, October 6, 2017  
 10:30 a.m. to 11:30 a.m.  
 Pollock Theatre



**Accreditation Visit Team Request**

Requested By \_\_\_\_\_

Date/Time \_\_\_\_\_  
Received

Request \_\_\_\_\_

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Details/Other Information \_\_\_\_\_

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Request Received By \_\_\_\_\_

Request Given To \_\_\_\_\_

Date/Time \_\_\_\_\_

Resolution \_\_\_\_\_