Accreditation.
Sharon Crasnow and Sheryl Tschetter came to clarify what our committee was to do with regards to the accreditation process by the Fall semester 2005.

- Identify the list of information that we need to answer the Standard III B questions.
- Determine whether the questions are Local to the Norco campus or District-wide questions or if the questions have both aspects.
- Identify where we might find the information we need to answer the questions.
- Watch out for redundancies. Sometimes the same information is needed to answer different questions. Identify where any overlaps occur.
- Models of other colleges' accreditation reports can be found on-line for Mount San Antonio college, San Diego City college (both successfully accredited) and San Francisco City college which is one year ahead of us in this process. San Francisco City college is considered by some to be "doing everything right" with regards to accreditation.
- Types of documents: some have large verbal descriptions with data incorporated, others have very short verbal descriptions with data attached as appendices. Our committee seemed to favor the latter type.
- A suggestion that we do our best to answer the questions, but not try to complete a "perfect document". The committee needs to keep in mind that our verbiage may be completely changed as our document becomes synthesized into a larger accreditation document. Also, once we have done our best, submit the document. If we are missing information or questions are answered completely, we will be informed by the Strategic Planning committee, or by some administrative body above our committee.
- Question regarding the Standard III B questions - there is no mention of an assessment portion regarding past efforts. Is this a deliberate omission or
should this be addressed? Answer: Some reports do contain assessments or evaluations of past efforts. Some reports that Sharon has seen have three portions: a) descriptive (answers to questions) b) assessment or evaluation of how these processes are being done and c) plan for future projects. Sometimes the future plans section was left blank in the reports Sharon had seen.

- Any questions regarding this process may be addressed to Sharon Crasnow and/or Sheryl Tschetter.

On the board at the end of the meeting: (approx.)

- Identify the list of information that we need to answer the Standard III B questions.
- Determine whether the questions are Local to the Norco campus or District-wide questions or if the questions have both aspects.
- Identify where we might find the information we need to answer the questions.

The item below wasn't on the board but should have been:

- Identify how this information fits into the 6 themes of accreditation.

Note by S.F.: These themes should have been included in the blue handout but were not. To read about them, go to http://www.accjc.org and follow the instructions on your blue handout to access the Guide To Evaluating Institutions. The themes are described on pages 6-9.

Sharon Crasnow and Cheryl Tschetter were in attendance to explain to the committee precisely how to put into action the charges outlined for the accreditation process.

By Fall05 this committee should have accomplished:

- Check for redundancies
- List of information needed
- Where we might find said information
- Divide this list into Local/District responsibilities

The charges were divided as follows:

Mark Lewis (in absentia): pg. 52 Bullets 6 & 7
Bev Wimer: all off-campus facilities Pg 52, bullets 1 & 9
Steve Monsanto: pg. 51, bullets 1 & 2
Jim Morrison: pg 53, bullets 6, 7, and 8.
Charles Sternburg: pg 53 bullets 1 & 2
Joe Eckstein: pg, 52, bullets 4 & 5
Leona Crawford: pg 52, bullets 2 & 3
Jim Sutton: pg 53, bullet 5
Siobhan Freitas: pg. 53 bullets 3 and 4, pg. 52 bullet 8

Meeting adjourned @ 1pm.