

Criterion 2
12/5/2008

Minutes

The meeting was called to order by Michael Franco at 1:10 pm. Members present were Michael Boyle, Jennifer Ball, John Boyd Paul Buckelew, and Michael Franco.

Mr. Franco stated that he met with the steering committee two weeks ago Friday. He mentioned that the Criteria Review Committee was adding pieces of evidence for the core components. Michael added that he was waiting for the ANGEL course to get up and going.

He noted that we are stuck on defining documents and knowing who has them and what they are. (Job titles etc.) Mike added that Bertha Wise and Kathy Wullstien are working on the ANGEL course. Mike said Bertha and Kathy will offer ANGEL training.

Mike then proceeded to show a demonstration of the unfinished ANGEL course. He noted that all the groups are having a hard time figuring out what documentation is needed and where it is stored. (Examples mentioned were The Master Site Plan and the Annual ACA Assessment???) A list of such documents will be compiled by December 15th by Michael and sent to Bertha. A glossary will then be made and uploaded digitally onto ANGEL. If possible the entire document will be uploaded. However, if there is no electronic copy a reference will be made to the documents physical location.

Mr. Franco also showed the committee members the discussion boards for each sub committee. ANGEL should also have a built in calendar for upcoming events and that Mike would have access to edit the calendar. It was suggested by a member of the committee that our sub committee should have its own discussion thread for each topic.

The chair then noted that the next steering committee was scheduled to meet January 16th where they will discuss what the ten page outline is supposed to look like. Mike also stated that Bertha said we would probably have to meet twice a month next semester.

Mike also noted that Greg Gardner, who has been a member of onsite accreditation visits, said that any shortcomings we find need to be honestly reported and the information passed on to the relevant committees.

The meeting was then adjourned at 1:30 pm.