Accreditation Leadership Committee (ACL) Meeting  
Monday, November 2, 2009  
Minutes

Attendance

Present: Roma Weaver, Ray Ramirez, Kimberly McIntyre, Marie Doerner, Monique Wood, Robin Carvajal, Brian Ellison, Lorie Howell, Jane Signaigo-Cox, Alma McGee, James Laramie, Anne Heller, Sy Lyon, Leslie Shimazaki, Gary Gleckman; Donna Namdar; Gretchen Bitterlin; Joe McGerald

Meeting came to order at 1:40 pm.

I. Welcome and review of the timeline for the focus group reports. Ray discussed when the first drafts would be due and November 20, 2009 was the date as planned in the original timeline.

II. There was discussion and a review of the format for the focus groups. A template was handed out and voted on. The committee decided to use the template with minor changes including taking the background out of the findings area, Roma was asked to do this task.

III. There was also a discussion of the use of the staff surveys and student surveys in the reports and it was decided that these could be noted in the evidence area of the reports.

IV. The items for the Action plan and how that would be displayed in the report was also discussed and a section for strengths and growth areas will be added to the template.

V. Focus groups met as teams A, B, C, D and the co-chairs rotated from group to group to answer questions and help with problems. Each group was provided assistance and worked for 45 minutes on the reports.

VI. Self Study updates were discussed.

VII. Meeting adjourned at 3:45