**Accreditation Steering Committee Meeting Notes**

Monday, October 24, 2016, 3:30 – 4:30 pm, Room M226

*Modified Group Attendees:* Sue G; BJ; Sunny; Carol; Tara; Cynthia; Donna, David M; David P.

**Core Theme Team Engagement**

It is important that we incorporate core theme teams, but it needs to happen quickly (work needs to be completed by 3/1/17). The group feels that the best way to connect to them would be through a 1-hour meeting (not mandatory) to close out “Phase I” and introduce “Phase II” in conjunction with a survey (also sent to a few strategic additions throughout the college). The meeting should serve as a thank you for their efforts and to discuss the evolution of the work.

 Tentative Agenda

* Thank you, what is being done with the work the teams have done (BJ to provide David with copies of core theme work)
* Focus of Accreditation Steering Committee, start of work addressing recommendations 4&5 (Explain what indicators we are looking for based on recommendations, reminder that they need to be aligned).
* Survey overview (handouts?)
* Q & A

Survey should be self-selecting at the start with a few common general questions and then questions specific to each core theme. Questions should be open ended. Survey should be sent prior to the meeting so that they can ask questions about the questions if necessary.

Draft Questions

1. What do you feel is the most important work that your team did?
2. What do you think of the language around the core themes of your group?
3. What indicators are the most valuable and why?
4. What indicators are missing? What indicators would be better?
5. Rank your indicators. What tells you that they are working?
6. What would it look like if the college was doing well with transfers?
7. What are your indicators telling you?
8. What is the pinch point of your core theme?

Christine will send these draft questions to the leads of each core theme for review and development by 10/28 at the latest. Leads will send final edits to BJ within one week of receiving them. Sunny will take the lead on Lifelong Learning (Continuing Education) questions; Sue and David M will lead Academic Transfer; Cynthia & Donna will lead Career and Technical Education; Tara and Carol will lead Essential Skills.

The group discussed the need for a Mission Fulfillment Team which would incorporate strategic planning/integration. This team should definitely include Bill and BJ, and should also include members from College Services.

We want to create a more college wide holistic approach going forward (don’t use the word team when creating groups).