Accreditation Response Team
Commitments from Meeting
Leaders: President Coon and John Spevak
Wednesday, May 23, 2012

Commitments/Reminders:

- **Deadline for Writers:** *Submit final drafts to Ed Buckley and John Spevak by Wed., May 30th.*
  - John Spevak indicated that once the final report is handed in, the writing piece is done (unless the writers have indicated gaps).

- **Need for Availability**
  - John Spevak indicated the need to be able to contact the responsible parties in June in order to get all information filled in by July 1st.
  
  Out of office time was noted as follows:
  - Rec. 1: Sara McKinnon - Jury Duty possibility starting June 1st
  - Rec. 2: Yolanda Bellisimo - first two weeks of June (needs to be verified)
  - Rec. 3: Chialin Hsieh - July 2-19
  - Rec. 5: Nanda Schorske - July 16-20
  - Rec. 7: Laura McCarty - June 20th through mid-July
  - Rec. 8: Al Harrison – (to be available)
  - Rec. 9: President Coon – (unreported)

- **Upcoming Schedule**
  - The upcoming schedule for the accreditation report was proposed as follows:
    - *Early July* - E. Buckley and J. Spevak edit report to produce a consistent style.
    - *July 8-15th* - E. Buckley and J. Spevak to send their drafts back to the principal writers.
    - *July 23rd* - Chialin Hsieh takes over the formatting (combines individual reports into one).
    - *End of July* - Chialin Hsieh provides report to Cathy Summa Wolfe for proofreading/final copy editing.
    - *August 8th* - Final Report Draft is provided to President Coon.
    - *Mid-August* - Final Report Draft is provided to the Accreditation Response Team.
    - *Convocation time* - Post on website for College community to review.
    - *Sept. 15th* - Board of Trustees decides to approve Final Report.

  - **Note:** Responsible parties need to complete their collection of evidence.

- **Writing the Final Draft Reports – Tips**
  - Construct the argument: What have you done since the last visit to meet the recommendation?
• Write as though it is September 15th (keep summer activities in the past tense – but highlight uncompleted action in yellow to check later for completion).
• Be sure to show how the progress will continue (sustainability).
• All team members need to carefully review their report for accuracy before submission.
• Do not mix process with results (The how is secondary; not as important as results).

- Recommendation 1
  o Sara McKinnon to start writing after graduation.

- Recommendation 3
  o Chialin Hsieh will email both the DE Plan and the DE response to John Spevak when completed. (DE Plan was provided to stakeholders for review with deadline of next Wednesday; and the draft for Rec. 3 was just sent to the team for their review.)

- Recommendation 5
  o S. Andrien requests that everyone read the latest draft of Rec. 5 and send suggestions (send content to Nanda and cc Susan).
  o Plan to finish content by Saturday. (Ed and John to receive an almost final draft.)
  o With regards to the question about the additional $10,000 request, keep it highlighted in yellow until “we see what happens in PRAC” and then need to balance the budget.
  o Nanda Schorske to create a “before and after table”

- Recommendation 7
  o Laura indicated she plans to edit the main write-up and cut to the chase sooner.
  o Although the pieces are in the master plan document, Laura indicated she needs to work on putting them in the right order.

- Recommendation 8
  o Assessment from Ann Marie to be provided to Sara McKinnon.

- Recommendation 9
  o President Coon to start writing the response this week.

All Team Members - Schedule
President Coon indicated although ART will not continue to meet on a routine weekly basis in the summer, he requests that all members continue to keep the ART meeting’s scheduled hour (Wednesday at 4:00-5:00 p.m.) blocked out on their calendars (should the need arise to reconvene).

Members present: Susan Andrien, Jim Arnold, Linda Beam, President Coon, Angelina Duarte, John Erdmann, Al Harrison, Chialin Hsieh, Mike Irvine, Ali Klinger, Jason Lau, Matt Markovich, Laura McCarty, Sara McKinnon, Marshall Northcott, Becky Reetz, Nanda Schorske, Cathy Summa Wolfe and Barbara David (Staff Resource)