
Marjorie distributed copies of the meeting agenda, the project timeline for the accreditation self-study draft, the administrative leadership assignments related to the project, and the ACCJC Accreditation Standards.

**Project Overview/Scope:** Marjorie provided an overview of the project and the scope of the advisory committee’s work. Marjorie explained that the draft will be submitted to a professional writer and prepared in time for a mock accreditation team visit in October 2010. Marjorie explained that the identification of strengths will serve to validate our achievements, and that finding areas for improvement will provide the college with an opportunity to address concerns prior to submission of the final self-study report. In response to questions about organizing the work related to the amount of emphasis on investigation and evidence gathering versus writing, Marjorie explained that text does not have to include well-structured paragraphs or even complete sentences, and that bulleted points may suffice. Roxanne echoed this, indicating that this draft is intended to be a first blush investigation of strengths/weaknesses and that the actual writing should be de-emphasized.

**Sub-Committee Formation:** Marjorie explained that subcommittees may be formed under each standard chair and that the identification of some faculty participants is still pending.

**Project Support:** Roxanne and Marjorie noted that the administrative chairs for each standard are responsible for ensuring appropriate support for the work for each sub-part. Committee members were reminded of a previous request to hold Thursdays from 2:30 – 4:30 p.m. for committee meetings and group work. Roxanne and Marjorie agreed that, at a minimum, one or both would be available during these times to provide resource support.

**Project Timeline/Calendar:** Marjorie led the committee through the project timeline for the self-study draft and pointed out important due dates and committee meeting dates.

**Self-Study Template/Outline:** Marjorie noted that the outline will follow the standards.

**myCR Project Site Orientation:** Roxanne provided a brief orientation to the Accreditation Self-Study project site. The ‘resources’ link includes folders where the project timeline, committee membership, and meeting agendas and minutes will be posted as well as links to the ACCJC Accreditation standards, CR’s accreditation website, and self-study examples from other colleges. Roxanne also presented the ‘discussion forums’ links in the project site and explained how the work will be organized. Maggie offered to review the layout prior to the commencement of postings by work groups.

**Closing:** Roxanne and Marjorie reminded the group that the next meeting is scheduled to take place on Thursday, March 4 at 2:30 p.m.