

# AOC Meeting

9/28/12

9:30am-11:30am

CAA-218

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Meeting called by: Sherri Guerrero

**Attendees:** Anita Undercoffer; Beverly Cox; Carol C. Hutte; Cathy Decker; Cecilia Best; Christa El-Said; Cory Schwartz; David Karp; Emily Avila; Erik Jacobson; Hope A. Ell; Joyce Oakdale; Leonard Crow; Marie Boyd; Melissa Sosa; Patrick Cabildo; Sherrie Guerrero; Sidney Burks; Stephanie Moya; Tara Johnson; Teresa Hull; Teresa Williamson; Theodore Younglove; Tom Vitzelio

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## Minutes

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### I. Goals

To gather all the information to make the accreditation process smoother. The goal is offer clear explanations to the answer to the accreditation committee's questions. To put a good process in place and make the accreditation process easy, functional, and timely.

### II. Meeting Time

Friday's 9:30-11:30. Meeting every other Friday until sub-committees are running smoothly. Location TBD.

### III. Priorities

Midterm Report and SLO. Both have a March deadline. Essentially needs to be done in January. To have all committees trained to document the standard the effect.

### IV. Sub-Committees

#### A. Midterm Report

**Charge-** TBD

**Chair-** Sherri Guerro

**Members-** Cory Schwartz, Sherrie Guerrero, Sid Burks, Ted Younglove.

#### B. SLO Report

**Charge-** To determine the best way to gather information from programs by working with the schools facilitators and the program

**Chair(s)-** Erik Jacobson and Tom Vitzeilo

**Members-** Bev Cox, Cecilia Best, Christa El-Said, Emily Avila, Erik Jacobson, Marie Boyd, Tom Vitzelio

#### C. Committee Team

**Charge(s) -** To update committee lists. Determine which accreditation standard the committee is on. Determine how the committee interacts with accreditation stand and document it on Moodle. Use AOC members to present to committee's they sit on.

#### D. Moodle Team

\*All AOC members will be trained on basic Moodle usage.

**Charge-** To redesign the Moodle page to be more user and visually friendly. To serve as the Moodle experts for the AOC committee.

**Chair-** TBD

**Members-** Bev Cox, Birgit Monks, Cory Schwartz, Erik Jacobson, Melissa Sosa, Tara Johnson

**E. PSR Liaison**

**Charge-**To look at institutional themes. Meet with Rachel Hanna to determine how the report should look and what it should contain. Ensure PSR reports request are moved forward to the Resource Allocation Committee.

**Chair-**Hope Ell

**Members-**Cathy Decker, Hope Ell, Melissa Sosa, Tara Johnson, Cory Schwartz, Teresa Williamson

**F. Self-evaluation Team**

Give access to a cleaner Moodle site. Make sure each standard a topic in Moodle. Will work closely with committee sites to ensure they are utilizing Moodle.

**Chair-**Ted Younglove and Cathy Decker

**Members-**Birgit Monks, Cathy Decker, Christa El-Said, Cory Schwartz, Emily Avila, Joyce Oakdale, Sid Burks, Ted Younglove

**Next Meeting Friday October 12, 2012, 9:30-11:30, Location TBD**