



## **ADMINISTRATIVE SERVICES COUNCIL**

Wednesday, September 25, 2013

1 – 2 p.m., Griffin Gate

### **Meeting Summary**

Attended: Joe Balestreri, Tim Flood, Lisa Gibson, Joe Goodman, Crystal Hong, Genie Montoya, Carol Rapolla

Absent: Caroline Althaus, Irene Bauza, Kurt Brauer, Ken Emmons

Recorder: P. Sparks

Meeting Commenced: 1 p.m.

#### **1. Accreditation (Mock Interview)**

Tim introduced Chris Hill to the Committee. He stated that the Accreditation Team (“Team”) will be on our campus October 14 – 17, 2013, and may or may not have some follow up questions for our Council. He explained that Chris agreed to come in and initiate a “mock” interview with this Council. This will help prepare the Council with some sample questions (we do not know what questions will be asked from the Team) and what the interview will be like.

Chris stated that the questions she will ask today come from information we as a college addressed in our self-study to the ACCJC. She explained that the Team may want to affirm through this Council the information submitted, or they just might need some verbal clarification.

Chris asked a series of questions and the Council answered. After the question and answer period, Chris and Tim both commended the Council with their responses. They both stated that this is just an exercise to put the Council at ease should the Accreditation Team ask for a meeting.

#### **2. Department Program Review**

Tim stated he provided the Student Satisfaction Survey results via email. He instructed departments to please use the data to update your program review documents and further commented that departments should be near done and ready to cut and paste their data into TracDat. There is TracDat training available through Chris Hill.

Meeting Adjourned: 2:00 p.m.