

**Criterion 4 Team Meeting Minutes**  
**Wednesday, August 15, 2007**

**Attendance:** Al Bello, Tammy Howard, Phyllis Willie, Carla Boyd, Chris Martin, Larry Korte, Lori Garrett, John Hoagland, Lyle Hicks, Scott Heatherton

**Absent:** Janet Ingargiola, Chuck Hantz

Reviewed individual assignments for the subcomponents for criterion 4:

- a. Sub-component A- Tammy and Larry
- b. Sub-component B- Janet, Chuck, Phyllis
- c. Sub-component C-Lyle and John
- d. Sub-component D-Carla, Scott, Chris

Welcomed new member, Phyllis Willie, Nursing Instructor.

Reviewed team activities, where are we and what needs to happen.

Al will revisit with the steering committee, what style of writing will Lori use for consistency of the document. Randy Fletcher visited the meeting and was asked about the style. He stated the style should be in narrative based on the sub-components of the criterion area.

The team discussed dates of availability for meetings in the Fall semester; came up with the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month, starting Tuesday, August 28, 2007. The time will be 3:30 pm, meeting in Mary Miller, lower level.

The fall semester will be used as the discovery session (collecting data and documentation). In the Spring we will start working from the info collected.

Randy and other team members shared examples of other accreditation processes that have been involved.

Assignment for sub-teams: Start pulling documentation for the sub-criterion you have been assigned.

Dates for Meetings: (please mark your calendars!)

- a. **August 28, 2007**
- b. **September 11 & 25**
- c. **October 9 & 23**
- d. **November 13 & 27**
- e. **December 11, 2007**