Introductions
Gitanjali Kaul and Mark Carrier, co-chairs of the WSCUC Steering Committee began the meeting with introductions amongst the members around the room.

Material Overview and 2012 Interim Report Update
Mark and Gitanjali attended the WASC Academic Resource Conference last week where they learned more about the process and changes in policies/procedures.

Mark briefly went over the material that was distributed previously, which included the Steering Committee Membership Roster, WSCUC Timeline, 2013 Handbook of Accreditation Quick Guide, and Core Task Forces Working Groups Handout.

A good response was received from the 2012 interim report, so the process is moving towards the right direction. Mark also reported that presently we are 18 months away from submitting the report (about 75-80 pages + appendices); the goal is to obtain the best result possible, which would be an 8yr or 10yr renewal (need to clarify if the highest level is still 10yr or if it went down to 8yr).

Review under Standards and Compliance with Federal Requirements (Compliance Checklist)
Gitanjali spoke about the compliance checklist, which is available at the CSUDH Accreditation Webpage. She reported that data needs to be collected to create a gap analysis and determine what is missing. If a gap is found, then immediate action needs to be taken to rectify it in order to be compliant. Each individual in the committee is assigned a set of standards based on the roles they play on campus.

An assignment was given to the committee members in which each individual looks at the functions that he/she has and select a standard. Once a standard is selected, the individual reviews the corresponding section in the WSCUC Handbook and reflect on how he/she can contribute, provide the data, policies or evidence for the selected section. Identify others who are assigned the same standard by referring to the Steering Committee roster. Also, note other individuals on campus who could also assist in collecting the information for that standard. Examples from CSU San Bernardino and CSU East Bay have been made available on the Accreditation webpage for reference. This assignment is due on June 1st. The next step in the process will include the data collection.
Campus Theme, Webpage and Campus Labs
Mark brought up to the committee the possibility of selecting a particular theme for the campus that uniquely describes it. It is undecided yet if a theme will be selected since according to comments from a few committee members, there are no other campuses that have gone through this route and we don’t know if it will help or hurt the campus.

An overview of the links and documents available on the CSUDH Accreditation webpage was provided. Steering committee members are encouraged to visit the webpage periodically for any updates and information.

Campus Labs, a software that will be made available to everyone on campus soon, will help coordinate and centralize assessment and self-study with use of new tools in technology. This software will allow for an education module where faculty are able to upload documentation and print reports.

Closing
Gitanjali and Mark thanked the committee members that were present for their time and commitment and encouraged them to contact them if they have any questions/concerns about any of the roles they have been assigned to. There is a possibility that a second offering of this meeting will be available for the rest of the committee members that were not able to make it to today’s meeting.

Meeting Adjourned
Addendum: a replica of this meeting was held on May 15, 2015