

**ARSC Meeting Minutes**  
**8/29/07**

Attending: Eduardo Ochoa, Beez Schell, Andy Wallace, Elaine Sundberg, Scott Miller, Rose Bruce, Diana Grant, Carol Blackshire-Belay, Melissa Vandever, Cathi Cari-Schudde, Barbara Butler, Larry Schlereth, Andy Merrifield, Cathy Kroll, Whitney Diver

1. Welcome and Introductions – Co-Chairs Eduardo M. Ochoa and Andy Merrifield

New members: Cathi Cari-Schudde, Staff representative from Science and Technology; Whitney Diver, AS President

2. Work Schedule for the Capacity and Preparatory Review (see tentative schedule below) – Elaine Sundberg

Went over schedule listed below and agreed to meet the timelines specified

3. Update on SSU Portfolio – Rose Bruce  
Data exhibits; Standards/CFR narratives; additional material; stipulated policies

Shared with ARSC the work that has been completed over the summer, including the placement of required data exhibits on the website, as well as the CFR narratives completed by the Faculty Associates.

Discussed the list of stipulated policies and assigned responsibility for locating these policies to appropriate individuals on the committee. These policies need to be posted to the website or available to the visiting team if requested.

4. Discussion of Draft #1: CPR Report and Portfolio – Co-Chairs and CPR Writing Team (Rose Bruce, Diana Grant, Beez Schell, Andy Wallace, Elaine Sundberg)

How will the committee approach the task of providing comment and critique of the draft? Should various individuals be assigned to specific sections of the report? What is the timeline for response and revision? To whom should comments be sent? Open Discussion

Discussion ensued regarding the draft of the CPR Report. A consensus was reached to post the four reflective essays to the website on or around September 10<sup>th</sup>. The committee agreed to meet the following Wednesday, September 5 for a special meeting to review carefully the four reflective essays. Members were asked to read the four essays in advance and send detailed comments to Elaine Sundberg no later than Tuesday at 3 pm. The WASC Associates will meet on Tuesday, September 4 at 4 pm to review submitted comments. These comments, as well as those that emerge at the Wednesday meeting, will be used to rewrite or correct the draft before posting on September 10. It was decided that clearly all

factual errors need to be corrected and that issues of tone and concerns about interpretation would be discussed with the steering committee.

Meeting adjourned at 6:00 pm  
Submitted by Elaine Sundberg 9/5/07

**(TENTATIVE) SCHEDULE FOR CPR REVIEW**

Wed, August 29	ARSC Meets to begin review of draft #1
Wed, Sept 5	Comments on draft #1 forwarded to Elaine
Mon, Sept 10	Draft #2 posted to SSU Portfolio
Wed, Sept 19	ARSC Meeting (comment on Draft #2)
Fri, Sept. 7 – Fri, Oct 12	Campus-wide comment
Mon, Oct 22	Draft #3 posted to SSU Portfolio
Wed, Oct 24	ARSC Meeting (comment on Draft #3)
Mon, Oct 29	Final Comments on Draft #3 received
Wed, Nov 14	President signs CPR report final draft
Fri, Nov 16	Final Draft sent to reprographics
Wed, Nov 28	ARSC Meeting
Wed, Dec 12	CPR Report due to WASC/ARSC Meeting
Wed, Mar 12 – Fri, Mar 14	CPR Team Visit to SSU