ADAMS STATE UNIVERSITY
ACCREDITATION ENGAGEMENT COMMITTEE

Notes

3:00 p.m., September 3, 2015

Attendance: Chair-Karla Hardesty, Jen Stoughton, Linda Relyea, and Geoff Johnson

Meeting Notes:

- Committee is reconvening after a hiatus due to planning that is needed for the campus’ second series of self-study update sessions (“Session 2”).
- The “Session 2 Planning” spreadsheet was shared with the committee (also on Google Drive).
- Dates of Session 2 Series:
  - Criterion 1: 11/3/2015
  - Criterion 2: TBD
  - Criteria 3 & 4: 10/1/2015
  - Criterion 5: 10/16/2015
  - Federal Compliance: TBD

Upcoming tasks:

- Karla will finalize Criterion 2 and Federal Compliance dates with those committees (by middle of second week of September).
- Then Karla will reserve rooms for the series with Guest Services (by middle of second week of September).
- Then a press release for the campus that includes Session 2 overview, dates, times and locations will be drafted at the end of the second week in September. Linda/Julie will draft with Karla’s help (by 9/11/2015).
- After press release is drafted, an email from President McClure will be sent to faculty and staff (committee will coordinate with James Trujillo and President) (by 9/11/2015).
- Linda and Jen will add the series to the ASU Events Calendar (by 9/11/2015).
- Linda/Julie will post PR to ASU News and Campus Announcements on One Stop web page (third week in September).
- Jen will post on HLC Re-accreditation web page.
- Information about Criteria 3 & 4 will be posted on the Alumni facebook page.
- Reminder emails will be sent one week and the day of each series.
- Engagement Committee members will be notified of further tasks as needed

- Karla will ask Jeni Carter if she knows of a freshman or sophomore AS&F student who could be added to Engagement Committee to replace Kaylee Gomez who graduated. Geoff Johnson will also check with his team.

Meeting adjourned at 3:40 p.m.