

2016-17 REAFFIRMATION OF ACCREDITATION

TEAM MEETING

29 JAN 2015

1:30 PM to 2:15 PM

Whittier BLDG 151b

Work Group: Team 2 – Integrity: Ethical & Responsible Conduct

Meeting Chair: Steve Goddard

Attendees: All committee members

Agenda Items

1) Welcome and renewed introductions

2) Share progress and discuss approaches taken to writing claims so far and challenges encountered.

3) Discuss a common approach to writing Components & Subcomponents, Claims and Evidence.

4) Set next milestones and action items

5) Adjourn

Other Discussion Items

- 1) Decided we need an interim deadline for 1st draft of Matrix before next meeting, which is Feb 24 @ 1pm
- 2) John Bender will merge subcomponent claims into one document for us to review at our next meeting.

Action Items

Person Responsible

Deadline

Take the approach illustrated on the handout with the three column spreadsheet (Matrix) with the two tone color bar starting with the words *Criterion Two (thank you Neal!)* was the best example. Discussed various tweaks to that format.

All

Start right away while fresh in our minds

Have the next level draft sent to John and copied to Steve so he can create on document.

All

Feb 17, 2015

John will merge subcomponent claims into one Matrix document

John Bender

Feb 20, 2015

Review merged Matrix document after John sends it out on Feb 20

All

Feb 20-24

Discuss next (final?) version of Matrix at next meeting

All

Feb 24, 1pm

Start writing next from Claims when ready

Those ready

None yet