

**Re-Accreditation Committee Meeting**  
**Monday, November 13, 2006, 1:15 PM**

**Members Present:** David Fike, Jack Stanley, Judy Jackman, Alan Kee, Preston Childress

**Members Absent:** Lisa Meehan, Michael Kopenits

Preston Childress passed out the revised copies of the Mortuary Science Dept. Self Study Report – titled: American Board of Funeral Service Education Accreditation Standards which included changes made after the discussion during the Nov. 9<sup>th</sup>, 2006 meeting.

**The following sections in the Self Study were discussed:**

- 1.1 – 1.3 Jack Stanley asked if it was GIPWE or WECM that has to approve the changes to the program. David and Preston stated that GIPWE (Guidelines for Instruction Programs for Workforce Education) approves any changes to programs.
- 1.7 Jack Stanley noted that the MRTS acronym should be explained – needs to be reworded.
- 2.3 Alan Kee noted inconsistencies in structure and in regard to 2.3 – secondly – there isn't a verb in the sentence. It states that the college receives 47% - the percentages need to be verified percentages, and to have bullets tying the factors together. Jack Stanley stated it would be helpful to put colored paper between the sections – it would make the different sections easier to identify.
- 8.1 – 8.1.1 Alan Kee mentioned that Dr. Kopenits has an issue with lab space in the Biology Dept. Preston indicated that space is not an issue with the Mortuary Science Program. Jack Stanley suggested that Preston indent answers on points, this way the titles will stand out and it would make the Self Study Report much easier to read.

**Discussion:**

**Jack Stanley asked how Preston was going to handle the appendix.** Preston indicated that there will be a table of contents, then the appendix and there will be approximately 29 appendices.

**Jack Stanley also asked if there will be graphs with the following sections: 11.1.1, 11.1.1a, 11.1.1b, 11.1.1c, and 11.3.3?** Preston said that graphs will be accompanying these sections.

### **Discussion – Cont'd:**

**Jack Stanley asked Preston if he had included funding in the Self Study Report – it would be helpful to mention both income for equipment and institutional support through the Perkins Grant.** Preston said he had thought of including this information over the weekend and will include it in the report.

**Preston asked if anyone felt that he should include AC website links in the Self Study.** Jack Stanley said that he should add the website information at the end of the Self Study Report and not include the links throughout the self study. You don't want them constantly going to the website for information, it would confuse the issue.

**Preston said that he will e-mail the new revision of the Self Study Report, and for everyone to e-mail him any suggestions or corrections to him.** David Fike asked Preston to please show any changes made to the Self Study Report to be italics or include a list of changes so that it will make it easier to locate and read corrections and changes.

**It was discussed adding the Amarillo College catalog the report and whether the AC Board of Regents Handbook should also be included.** Jack Stanley and David Fike both indicated that the AC catalog should be included at the end of the report. Regarding the Board of Regents Handbook - only include the pages that the American Board of Funeral Service members that will pertain directly to the Self Study Report.

**Jack Stanley and Alan Kee both suggested to Preston that he should have someone in the English Department read the Self Study Report to check for grammar, clean up fonts, and check formatting. It would be best to have someone review the report that is unbiased.** David also indicated it would be a good idea to have someone else that is not in the Sciences and Engineering Division to review the report and get their perspective on the report. Jack Stanley and Alan Kee both said that the report should be easy to read and to follow and that appearance is 70% of the process and that the Funeral Board Members will want to see the report in a more uniform format. It would look really good to have graphics for the coversheet. Jack indicated his Sr. Staff Assistant could help with the graphics if needed. Preston said he will have an English Faculty member and Danita McAnally review the Self Study. He will also give a copy to Dr. Matney to review.

### **Next Meeting:**

The next meeting is scheduled for Monday, November 27, 2006 at 1:15 PM in Room E-208.