Draft Agenda
January 12, 2015
3-4:30, Winlock Lounge


II. Preparation for the Board's Institutional Effectiveness meeting January 28
Instructions from Maury Pearl:
Presentation Guidelines: Each college has 15 minutes, including questions and answers. College Administrative Liaison Officer(s) and Faculty Co-Chairs(s) usually make the presentation. It should cover:

1. The process of report preparation (i.e., those involved in preparation and approval).
2. Team findings and recommendations
3. College actions to address the recommendations
4. Any remaining actions and the timeline for completion

Document Requirements
Email the PowerPoint presentation (5 slide maximum—prepared by Rebecca Tillberg), executive summary (circulated by Alice Taylor the week of Jan 5), and final report (footnotes finished by A. Taylor the week of Jan. 5; proofread by Susan Trujillo and Dolores, Gallegos, footnotes changed to section endnotes by Vicky Nesia?) to M. Pearl by 2:00 p.m., January 14, 2015.


IV. Self Evaluation progress
PIE Committee work on Standard I (Rebecca Tillberg)
Staff orientation to the Standards week of January 19 (written report by A. Taylor)
Newsletter ideas (SLOs, Mary-Jo Apigo: Governance, Adrienne Foster, Olga Shewfelt and Fran Leonard; Facilities, Ken Takeda and Kevin Considine; Planning, R. Tillberg and Holly Bailey Hoffman)

V. Preparation for Follow-Up visit
Hotel, transportation and campus spaces (V. Nesia)
Bulleted lists of updates (A. Taylor)
Mailed with Follow-Up Report
Updated list at visit
VI. Other business