

**Steering Committee Meeting Minutes**  
**of**  
**Thursday, January 18, 2007**  
**9 am, PCR**

Attending: Patty Banday, Gary Colombo, Fran Leonard, Ed Pai, Mark Rocha, Sherron Rouzan, Olga Shewfelt, Yvonne Simone, Bob Sprague, Paul Stansbury

- A. Response and Suggestions on Progress Report  
Dr. Rocha began this meeting by sharing his memo with the group. The salient points are:
1. The report should be front-loaded with succinct “bullet point” summaries of specific actions we have taken on the recommendations.
  2. Each section should begin with a specific action summary. Separate things we have done from things we are planning to do.
  3. Documentation (numbers, facts, examples) should support each action taken.
  4. Assess how much progress has been made on each recommendation. Does this constitute acceptable progress? If less than acceptable, provide a plan and a timeline in order to be fully responsive.
- B. Gary Colombo agreed with the above, adding that in its present form, the report is “too complicated,” citing, for example, the quotes at the beginning of each recommendation from the Evaluation Report. Gary says the report should capture, in bullet form, what has happened/actions taken in response to the recommendations. Rather than a list of meetings, how many evaluations have been completed since when? Re. counseling, what were the contact hours, what are they now? What is a “significant” amount of SEPs? Use current rather than 1990 data and analyze the current data as it relates to the recommendation. Meeting with Don Prickel – with what outcome(s)? Regarding Recommendations 1 & 13, the Senate’s term limits on committee membership, etc. is designed to broaden and increase participation by other faculty in governance. Explain what the specific issues are to provide a context for the issues. Rephrase actions plans to focus on outcomes. For example, with regard to linking planning and budget, in addition to being notably proud of the set-aside to boost enrollment, how else is program review and its data analysis supporting student learning outcomes? 2-3 pages; however, if needed for completeness, each recommendation’s report may go beyond 3 pages. Check consistency.
- C. Timeline  
The report should go to Gary Colombo by Wednesday, February 14, in order to be on the agenda of the Student Success Committee meeting of Wednesday, February 21.  
The report need not have any photos/pictures; however, it should be environmentally-friendly.
- D. Template
1. State the recommendation.
  2. Brief paragraph on the issues, analysis of these to provide a context.
  3. Specific actions taken with data (“foreground” numbers, where appropriate) to provide evidence of how the actions show progress toward the recommendation(s). Assess the progress made, what needs to be done, which leads to...
  4. Goals over next 2-3 years.
- E. Fran will, with Dr. Rocha’s help, provide a template to recommendations’ chairs and co-chairs, using Recommendation 4 or 5 as an example.

The meeting adjourned at 9:55 a.m.

Respectfully submitted by Fran Leonard