

**Recommendation Committees' Chairs' Meeting**

**Minutes**

November 2, 2006

1 pm – 2 pm

CE-203

Attending: Fran Leonard, Rod Patterson, Mark Rocha, Olga Shewfelt, Yvonne Simone, Bob Sprague, Paul Stansbury

Excused Absence: Eloise Crippens

- I. Minutes of October 19, 2006 were approved.
- II. Discussion followed on logistics of Town Hall scheduled for October 31, 2006
  - A. Presentations for each of the four Recommendations' Committees, plus an update on what further is being done with SLOs, are to be 10 minutes in length. Powerpoint is optional. Make copies of each handout for participants. Focus: actions taken in response to charge in the August MOU.
  - B. Feedback mechanisms would include a sheet requesting questions, input to the presentations. Report these out.
  - C. A flyer is being worked on with the program agenda.
  - D. Other logistical details, such as room reservation and layout, ordering of lunch and beverages, banner, sign-in sheet, tickets for drawing, prizes are being handled by staff with Fran's help.
  - E. Draft progress report to be prepared for the November 14, 2006 Academic Senate meeting can follow the outline for the Town Hall reports.
- III. The meeting adjourned at 2 pm

Respectfully submitted,  
Fran Leonard,  
Chair *pro tem*