

Recommendations #5 and #4 (2000) Committee Meeting Minutes

Tuesday, September 5, 2006

1 pm – Accreditation Office

Attending: Fran Leonard, chair; Nikki Jacobson, vice chair; Clyde Titus

Excused Absence: Lloyd Thomas, vice chair

- I. Purpose of/charge to the committee.

Fran explained the recommendations which this committee will address, the committee's charge and the timeline we have for the fall semester – 90 days in which to act on the two recommendations. The progress report is due to the Commission March 15, 2007. Other timelines:

 - Feb. 13, 2007: Deadline for submission of progress report to BOT for approval at March 7 meeting.
 - Jan. 24, 2007: Deadline for final draft of Progress report for final review and signatures at West.
 - Jan. 2007: Writing Phase. Progress Report Committee to write final draft.
 - Nov. 2006: College Retreat with planned focus on Recommendation #1.
 - Sept.-Dec, 2006: Action Phase. Implementation of actions to respond to key recommendations.
- II. How to proceed
 - A. As mentioned by the college president at the meeting of August 17, 2006, the Recommendation committees will “perform rather than...confer and write. That is, each recommendation committee will identify specific actions that can be taken in the Fall semester to address the substance of the Commission's recommendation so that the final progress report is written in the past tense, e.g., *We did this..*”
 - B. Action discussed by the committee includes ensuring that academic program review reports for this cycle rely on analysis of data provided by the researcher. These include average class sizes as they relate to a college standard. This is an important measure of effectiveness as the college's primary focus this academic year is to grow enrollment while maintaining quality.
 - C. Such evidence will also assist each academic area in preparing its unit plan.
 - D. Dr. Rocha has indicated to the Division Chairs at the Program Review workshop held August 22, 2006, that funds will be set aside to serve as seed money for unit plans goals that focus on growing enrollment.
 - E. Nikki suggests that she as College Planning Committee chair and Fran as program review coordinator meet with the Senate Executive Committee to discuss how plans from academic areas will be recommended to the College Council for additional resources. She also suggests that accreditation by outside agencies be a criterion in prioritizing requests for additional resources.
- III. Future Meetings

As discussed, the committee has agreed to meet on the Tuesdays when the Academic Senate does not meet, at 1 pm – 2 pm, in the Accreditation Office. The next meeting is 9/19.

Fran will check with Eloise for the Senate meeting dates for this semester.

Recommendation Committee chairs/co-chairs and vice chairs will meet with Dr. Rocha on the following dates: 9/7, 9/21, 10/12, 10/19, 11/2, 11/16, 12/7

The meeting adjourned at 2:05 p.m.

Respectfully submitted,
Fran Leonard