

**Meeting of the FPIP Committee**  
Minutes of Wednesday, December 13, 2012  
Prepared by Lisa Kamibayashi (FINAL)

Present: Lisa Kamibayashi, Jack Rubensaal, Mesfin Alemayehu, Shalomon Duke, Celena Alcalá, Michael Arata, Norma Jacinto, Bob Sprague

Noticed Absence: None

Guest: Matthew Lee, College Accreditation Consultant

Resource Person: Rebecca Tilburg

- 1. Call to Order:** The meeting was initiated at 3:30 pm in the President's Conference Room.
- 2. Interview with Chair Person of Business Department:** The chair of FPIP emailed the department chair of Business, Lartee Harris on December 12, 2012 around 5:30 p.m. asking to attend at the FPIP meeting on December 13 at 3:30 p.m. in PCR. The meeting started on time at 3:30 p.m. and Lartee did not show up on time. Bob Sprague found Lartee in Academic Affairs and asked him to come to the meeting, but he declined coming in. The motion was made that "The three applications that were late for submission are not accepted". The committee voted by a show of hands. 8 in favor, 0 opposed. The motion was approved. Then at 3:45 p.m., Lartee Harris showed up at the meeting and he made comments such as "process was not fair". "His needs to be recognized." and "He was busy with all the projects." He was very emotional with anger. The committee explained the application procedures and the voting results. The committee chair informed Lartee that three Business Division applications were not accepted.
- 3. Meeting with Key People for Research, Planning and Accreditation:**
  - a. The committee chair invited the Dean Tillberg, a research and planning resource, and Matthew Lee, The accreditation consultant, as resources and their input for going through the application review and ranking process.
  - b. Rebecca shared the data from 2010 FPIP application process. The committee discussed the data can be obtained directory from the research and planning person. The application asks some data, but they were not validated. For the future application process, the application should be only asking for narrative questions and obtain other past number data from Rebecca. The chair of FPIP will contact Rebecca during January 2013 to obtain the data for ranking criteria.
  - c. Matthew shared his observations from reviewing FPIP application form and FPIP policy. He pointed out that the application form does not match with what is on the FPIP policy. He stresses the importance of consistency between the published information with the application form. The FPIP committee agreed to follow the criteria on the published FPIP policy. The committee recognized to make an improvement for the future FPIP policy for 2013-2014 application periods.
  - d. The committee reviewed the drafted rubrics for each FPIP category and agreed to use high, Medium, Low levels for scoring. Also add "0" column for not meeting criteria or missing information. The actual points and weights will be finalized at the next meeting.
- 4. Future Meeting Dates:**
  - a. Wednesdays February 13, 20, 27, March 6, 13, 20, 27 from 3:30 to 5:00 Room PCR
- 5. Adjournment.** The meeting was adjourned at 5:20 p.m.
- 6. Next Meeting** Wednesday, February 13 from 3:30 to 5:00 in PCR