The meeting was called to order by Vickie Natale. Members in attendance were: Chris Tetzlaff-Belhasen, Dr. Ann Lopez, Francie Jordan, Marjorie Villani, Jose Rivera, David Andrus, Darlene Burton, Joe Alaniz, and Steve Megregian. Members absent were: August Alfonso, Dr. Lee Sloan, and Jeff Getchell.

Minutes of the July 9, 2008 meeting

Ms. Jordan made a motion, seconded by Ms. Burton, to accept minutes as presented. Motion passed by vote of the committee.

Initial report from members on progress toward committee assignments

Dean Natale updated the committee on the progress of her assigned sections. She asked the group for information in regards to section 3.2.1. Ms. Tetzlaff-Belhasen gave a progress report on her assigned sections. She informed the committee that there is plenty of documentation to answer sections pertaining to the library. Ms. Jordan is still in the process of reviewing her assigned sections and will give the committee an update at next meeting. VP Rivera stated that his committees are formed, and he and will monitor their progress. Mr. Andrus stated that he is reviewing reports from previous years and that some information will need to be reviewed by the committee. VP Villani reported that her sections are in process, and she continues to meet with her committee members to clarify any questions and research. Ms. Burton informed the committee that she has pulled together research to answer her assigned sections. Dean Lopez stated that she has assigned her sections to committees and they are working on the information. Mr. Alaniz gave no report. Mr. Megregian informed the committee that most of his sections will utilize information from the annual audit at the end of August.

Xitracs (added agenda item)

VP Villani notified the group that the access is being setup by IT for the Xitracs software. Until access is given, team members are advised to compile their narratives in a Word document and then it can be integrated into Xitracs when it is available.

SACS Summer Conference (added agenda item)

VP Villani gave a summary of the SACS summer conference that she, Dr. Walter, and Dr. Sloan attended at the end of July. Much of the conference focused on the QEP. It is important for the College to share information about our process on both the QEP and the compliance report. Ms. Villani assured the group that we are actually ahead of schedule and well on our way with the process.

Calendar

The August 13th meeting was canceled. The committee agreed to schedule the next meeting dates as follows:
September 17\textsuperscript{th} (8:30 a.m.)
October 15\textsuperscript{th} (8:30 a.m.)
November 19\textsuperscript{th} (8:30 a.m.)

The first draft of the sections are due December 1\textsuperscript{st}.

Meeting adjourned at 9:00 a.m.