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

*Minutes of the October 15, 2008, meeting*

VP Rivera made a motion, seconded by Anzaluad, to accept minutes as presented. Motion passed by vote of the committee.

IVPI Villani made an announcement that Professor John Crisp from the English Department will serve as the Editor for the College’s SACS reports. The Compliance Team welcomed Mr. Crisp to the meeting.

*List of SACS reaffirmation issues to address*

A list was distributed with five issues that have been identified as needing resolutions. Concerning items 2 and 3, Villani announced that Dr. Escamilla has hired a consultant from the Regis Group, Mr. Marc Chinoy, to assist the College in developing its next strategic plan. Mr. Chinoy made a presentation at the November 11 Board meeting.

Items 4 and 5 concern the percent of coursework required in the program and at the college to be eligible for a degree. Villani, with assistance from Jordan and Thompson, will take the items to the Curriculum and Academic Standards committee meeting on December 12.

Concerning item 1, Megregian noted that the President’s contract states that the Board will conduct an annual performance review. Natale requested documentation that could be used for this.

*Report from members on progress toward committee assignments*

Villani discussed the progress on section 3.7.2 and the need for additional written administrative procedures (supplemental to the Policy Manual) as evidence for the evaluation process. Specifically, the focus on student learning outcomes is not identified in the written procedures, a weighting is needed on the factors, due dates are needed, and checks and balances must be established to ensure that all evaluations are being done. The Faculty Evaluation committee continues to work on these items.

Andrus raised a question concerning the Physical Facilities Master Plan. Megregian agreed that this document is outdated now that the Bond program is near completion and that a new Facilities Master Plan must be initiated.
Anzaldua noted that updates are needed in the Policy Manual, specifically concerning titles of positions. He requested that the word “chairperson” be changed to “chair.” Megregian stated that Kimball was currently reviewing the Policy Manual for outdated references. Natale noted that a sweep has been made twice in the past to correct outdated position titles. Villani suggested that references could be changed to functional titles rather than proper titles to diminish the constant need for updating when titles are changed.

Villani noted that the shared governance policy addresses section 3.7.5, but indicated that the College must move to the next level in covering governance.

Villani spoke on the need for a newsletter and a well-developed SACS website. Crisp will contact a colleague about possibly assisting with newsletters. Natale will meet with Montalvo and a representative from the QEP team to develop the website.

Villani requested that a smaller group (Crisp, Natale, Walter, and Villani) meet to discuss the newsletter, the website, and other items to roll out at the January 5 Convocation.

**Calendaring**

The committee agreed to schedule spring meetings on the following dates.

- January 28, 2009  9:00 a.m.
- February 25, 2009  8:30 a.m.
- March 25, 2009  8:30 a.m.
- April 22, 2009  8:30 a.m.
- May 20, 2009  8:30 a.m.
- June 17, 2009  8:30 a.m.

The meeting adjourned at 10:10 a.m.