

**ACCREDITATION RESPONSE GROUP
MINUTES OF MEETING
12:30-2:30 p.m.
OIE Conference Room
September 11, 2009**

Present: Brenda Baity (Faculty Chair of Accreditation), Ryan Cornner (Associate Dean of Research, OIE), Karen Daar (Dean, Academic Affairs and ALO), Evelyn Escatiola (Professional Development Coordinator), Ran Gust, (Co-chair Educational Planning Subcommittee), Jeff Hernandez (Faculty Co-chair, Budget Committee and ESGC), Sonia Lopez (Dean, Student Activities), Kim Misa (Research Analyst, OIE)

Focus of Meeting:

- The development of the proposal for the formation of the college's Strategic Planning Committee was finalized for presentation to ESGC. SPC will be responsible for
 - Overseeing/monitoring update and implementation of the Strategic Plan, Ed Plan, Facilities Plan, and Technology Plan.
 - Evaluating every plan – both summative and formative
 - Integrate the plans
 - Reviewing/updating the mission annually
 - Meeting timelines for preparation of plans
 - SPC will report to ESGC; a change in ESGC Bylaws will be made to reflect the formation of SPC and submitted to ESGC for approval
 - Tentative list of membership (about 20 members) will be proposed September 14 to ESGC.
- Discussion of the contents of the *Shared Governance Handbook* and other issues related to the planning processes was continued from the previous meeting. Once completed the Handbook will be circulated online for campuswide review before consideration for approval by the Senate and ESGC.

Adjournment: The meeting adjourned at 4 p.m. The next meeting is scheduled for September 18, 1 to 4 p.m. K. Daar will send a list of items that need to be accomplished in preparation for the meeting via email.