Standard IV Committee  
Meeting Minutes  
February 2, 2011

Present  
Diane Caulfield, Jennifer Higa-King, Shanon Miho, David Panisnick

Absent/Excused  
Erika Lacro, Preshess Willets-Vaquilar

I. Schedule Standing Meeting Times  
The committee established a schedule for upcoming meetings for the spring semester. Wednesdays, 11:30am – 12:30pm:

- Feb. 2, 16
- March 2, 16
- April 6, 20
- May 4

II. Review Questions  
At the January 28th Accreditation Steering Committee Meeting, subcommittees were asked to draft questions for surveys and panel interviews with individuals and groups, including the chancellor, vice chancellors, and other governance heads.

As we reviewed questions for the Chancellor and Dean of Instruction from the last self-study (2006), the committee discussed the advantages and disadvantages of a single comprehensive survey or panel interview. Anticipating the kinds of questions and evidence we will seek, the committee decided that it is important to conduct own surveys and interviews. Our committee will continue to coordinate with the Steering Committee, but will, for the most part, conduct evidence separately.

The committee will begin putting together a list of questions for surveys and interviews, by using reviewing and modifying questions from the previous self study cycle. Jennifer will post, on the intranet, two lists: (1) Questions for the Chancellor and the Dean of Instruction; and (2) Questions on Leadership and Governance survey. The surveys will be in a Word document format for members to edit and provide comments.

III. Review List of Evidence  
Erika provided a document of “Sources of Evidence: Examples for Standard IV” and asked the group to review the list for comments. The committee will discuss the items on the list at the next meeting.
IV. Descriptive Summaries
The committee set April as a working deadline for a draft of descriptive summaries, and assigned individuals to be in charge of reviewing and drafting (writing) different sections of the standard:

IV.A – Shanon and Diane
IV.B.1 and IV.B.2 – Erika and Jennifer
IV.B.3 – David and Preshess

Ideas on how to approach the descriptive summaries included working on this portion of the report after addressing Self Evaluation and Planning Agenda. Another suggestion was to work on the descriptive summaries using a format similar to what will be done for Standard IV.B items. Jennifer reported that there was going to be a system meeting to work on the descriptive summaries late February. David suggested perhaps we could do something similar for the Standard IV.A items.

For the time being, the committee decided to move ahead with each standard item, with members beginning with reviewing the Self Evaluation and Planning Agenda and putting together a list of evidence we will need, including questions for surveys and interviews. Work on descriptive summaries for Standard IV.B was tabled and will resume after the system meeting to review the summaries for this standard.

V. Planning Agenda Items
The committee will work on the Planning Agenda for the assigned items. The working deadline for a report back on these items was tentatively set for the next meeting (February 16th).

VI. Schedule for Completion of Items
- Data collection late spring to early fall
- Analysis and writing late fall to early spring. Note that the Steering Committee has set April as the due date for a draft of a report for each subcommittee.

Submitted by: Jennifer Higa-King, recorder for meeting