Standard IV Self-Study Committee  
Meeting Minutes  
March 9, 2011

Present: Diane Caulfield, Jennifer Higa-King, Erika Lacro, Shanon Miho, David Panisnick  
Absent/Excused: Preshess Willets-Vaquilar

I. Reports and Updates
- Diane and Shanon (Standard IVA) and David (Standard IVB3) presented their review of survey questions from the last accreditation cycle and descriptive summaries. Each also presented a preliminary list of questions for a future Standard IV survey and/or interview with governance groups at HCC. The committee members restated the need to conduct surveys and interviews that were separate from a larger set that combines questions from other groups.

- Erika suggested that in developing survey questions, the group should consult and work with IR. She will contact IR (Lynn) to clarify IRs role in the self-study process and report back to the committee.

- Jennifer provided an update about drafting of the Standard IVB DSs. The descriptive summaries will be reviewed and modified in coordination with all community colleges, at the system level. The goal is to have the same descriptive summaries and planning agenda for all CCs. The first draft, which includes initial comments and suggestions from the Feb. 24th system meeting, will be ready March 11th.

II. Planning and Time Tables

April 15th. The committee has set April 15th as a deadline for submitting to Jennifer draft updates of the descriptive summaries. She will put together the summaries and submit them to the Self-Study Standard Committee by April 18th. As agreed, Shanon and Diane will be responsible for Standard IVA and the rest of the group will complete Standard IVB.

May - July. Prepare surveys, arrange meetings with governance leaders.

Early August. Data gathering – conduct surveys, interviews. Evaluate results.

End of Fall. Complete a working draft of Standard IV.

Spring 2012. Near final drafts to be finished in February, shared with governance committees and campus for review. Recommendations from self-study to be complied in a new Planning Agenda (from Steering Committee).

Summer 2012. Document finalized, edited; all evidence gathered and posted (deadline and wording from Steering Committee).

Fall 2012. Final report submitted for system review and approval, printing, binding, posting. Copies sent to ACCJC/WASC. Campus prepares for Visiting Team (from Steering Committee).

Submitted by: Jennifer Higa-King, recorder for meeting