Present: Steven Shigemoto, Marcia Roberts-Deutsch, Diane Caulfield, Ross Egloria, Cynthia Smith, Lara Sugimoto  
Call to order: 11:00 a.m.

I. Minutes of March 20, 2015 meeting approved, based on revisions sent to Diane.

II. Campus Survey  
Group reviewed and confirmed survey questions. Those taking the survey will be able to stop and start. NEXT button = save and can close out the program to exit. Only when DONE is clicked is survey submitted.

Each campus member will receive an individualized email notification.

Distribution list is being finalized. Should be sent out early next week. Deadline will be May 8.

III. Status Updates – AIP, Midterm Report  
Marcia is working on the Midterm Report, starting with a melding of previous Progress Reports (eliminating redundancy) and adding updates of what has occurred over the past semesters e.g. activities related to closing the loop (e.g. assessment showcases) and student success framework initiative. Will also need to address UH and UHCC system recommendations. Current demographic data will be pulled and added.

Deadline to submit Midterm Report to the system for review is early September 2015; report due to ACCJC October 15.

Marcia briefly reported on Student Success Framework, including changes in enrollment management practices. In part new processes are related to feedback from student focus group conversations.

AIP will continue to be reviewed and revised as needed.

IV. Committee Assessment (FSEC required review)  
Cynthia will finish compiling input from those who reviewed different aspects of the committee and send this out this weekend. Couple of observations were improvement could be made in ensuring up to date postings on line (e.g. minutes, key documents), and clarifying duty of committee members in reporting to and
reporting back from constituents. Diane indicated she has been carrying out this kind of divisional communication, including briefing Tech I and Tech II on accreditation standards (new standards) at the start of the semester.

**V. Closure**

Will need to be thinking about preparing of the 2018 self study once Midterm report is done. Erika and Katy will be going to a workshop related to the new standards and will bring back this information to the campus. One point to think about for future report is how to enhance involvement in system portion of the review.

Marcia asked for members to stay on for a second year to ensure continuity in the new iteration.

The committee will not meet on May 15th.