I. Group work to finish old business
   a. 16 members present from III.A, III.B, III.C and III.D (See appendices)

II. Calendar check
   a. This was not addressed.
Appendix A

Norco Strategic Planning Committee
Standard III.A (HR) subcommittee
Tuesday, Sept. 23, 2008  2:00 – 3:00 pm
Meeting Location ST 201
Minutes

Present: Sharon Crasnow (recorder), Dina Humble, Mike Cluff, Jim Thomas, Elisa Chung (after class)
Absent: Joseph DeGuzman, Carlos Garcia (both in class), Bev Wimer (on medical leave)

The group reviewed the sections that we are working on and agreed that the evidence collection should be divided up. Sharon, Dina, and Jim will collect evidence for the sections that they are working on and the remaining sections (III3, 4, 5) will be divided among the other members of the subcommittee. Sharon agreed to do the division and requested that if anyone had preferences to let her know. Jim pointed out that Section IIIA1 has most of the evidence and that we should divide that as well. Sharon agreed to do so.

In re-writing IIIA1b and c, Sharon noticed some things that everyone needs to be aware of. First, there may be more sections that need updating than are noted in Daniela’s notes since even since this summer there may have been changes. Everyone should re-read the section that they are collecting evidence for and make sure that they are clear on what needs to be updated. Second, there are questions about how the revisions are to be submitted, to whom, and what they should look like. Since Sharon’s section is completed, she agreed to email it Daniela and ask for clarification on these issues and whether the way she had rewritten it would work.

Everyone was reminded that we need to have questions ready ahead of time for our meeting with the district so that the correct people will be in attendance. That meeting is scheduled for Oct. 29th.

Alexis reminded everyone that all material should also be sent to both Debra and Alexis so that nothing will be lost. The meeting was adjourned at 3:00 PM

Appendix B

Norco Strategic Planning Committee
Standard III.B (PR) subcommittee
Tuesday, Sept. 23, 2008  2:00 – 3:00 pm
Meeting Location ST 201
Minutes

There are no meeting minutes from the III.B, Physical Resources work group.
MEETING SUMMARY


I. Distribution of Technology Survey
   a. Full-time faculty—9/25 Department meeting after convocation – blue copy
   b. Part-time faculty—campus mail – salmon copy
   c. Staff—We will hand-deliver with a 12 – 24 hour turn around for retrieval – yellow copy
      (Whole committee will divide the task.)

II. Updates and Corrections to the Tech document—T. Gregory
   a. Regarding UTube and My Space, we must focus at the campus level, not the district level.
   b. The document is in good shape. Not many changes are needed.

III. General Business—T. Gregory
   a. Ted will ask Alexis to contact Glen Brady (Open Campus) as an additional Technology Plan resource for the district meeting. We need a campus technology standards and procedures document.
   b. Dan and Jefferson should be on our committee. There are significant items they need to address.
   c. We must have ongoing program review. This assesses and documents ongoing needs. A sample request was discussed: If there was a request for update to Vista, all new hardware and software would have to be Vista compliant. This is a complex request that must be Program Review driven and CIS motivated to meet technology needs (not wants) of users—whatever they need to successfully do their job. We must continually update dialogue to meet tech needs.
   d. At last inventory, RCC Norco has 700 network connected computers and, Ted estimates, 800 – 900 additional computers, which include laptops, computers not on the network, and computers that aren’t being used that we might recycle, salvage, or update.
   e. Our campus technology standards and procedures document will be based on the district technology standards and procedures document. Ted will get a copy of the district document from Steve Gilson.

IV. Action Items
   a. Distribute survey, gather data, submit, re-incorporate into the document, to reflect an accurate description of the process.
   b. Inventory and computer replacement guide
   c. Program review
   d. Contact Norm, Dan (IMC), Jefferson (ISS), and Leona Crawford (DSPS) as additional resources. –Ted.
   e. As a campus, we must understand and adapt to the BAM (p. 16 Accreditation Evaluation Report Reference and Carol Farrar’s Comments on the Standard III.C document). Refusal to adapt will effect accreditation. (Ted will talk to Norm).
   f. Ted will contact Kristina Kauffmann and Norm for information on district strategic planning procedures.
   a. Question: How much do we elaborate on or describe evaluative procedures at the district level? See page 11 of Carol’s comments, regarding Standard III C page 16.
There are no meeting minutes from the III.D, Financial Resources work group.