Technology SPC/Accreditation Meeting
Date: Sept 21st, 2006

Attendees:
Sharon Crasnow
Gerald Boerner
Stephanie Kyriakos
Alexis Gray
Anne Ybarra
Sharon Drake
Brian Johnson
Jim Thomas
Dave Dieckmeyer

Approval of minutes from last meeting (2 minutes).
Confirmed meeting days, times, and location (3 minutes).
1st & 3rd Tuesdays of the month starting at 12:40 pm until 2:00 pm. We will meet in room ATEC 204 from this point forward.

Change of agenda: Since Sharon was able to be here and help us understand the grid I suggest we change the agenda to be able to take advantage of her being here. (1 minute)

Sharon explains the grid.
Far left column describes whether or not the paragraph is acceptable as it stands
Recommendations for writing of associated paragraph along with some general comments for completing the standard.
Editorial comments are blank because writing is done in an appropriate way (i.e. voice).
Some of the questions will seem redundant between the standards’ sections when in fact the questions have a slightly different focus.
Be sure to include student and staff perspectives in the report.
The college is accredited, not the district. If the district is the primary means by which the campus meets the standard it must be said that the college (Norco) meets the standard. It’s not always necessary that the district be identified as the provider of the means, but it may said.
Consider using bulleted information to condense the writing and clearly make specific points of interest.
Try to make evaluations short
In the evaluation we need to definitively say whether or not we feel that we meet the standard and include an answer to the question that is asked in the standard.
Don’t say how to solve a problem in the planning agenda but rather something more general that states that we plan to address the problems identified through Strategic planning, or whatever. We don’t want to be held to a specific solution.
SPC Committees can only make recommendations. We cannot resolve anything on our own. It is the entire SP process that makes the decisions.

Items for future Strategic Planning agenda:
Virus scans are run on Saturday afternoon when we are having classes. Should be done in the late evening or on Sundays. We have a weekend college that Riverside City doesn’t have and seems to be unaware of the fact that we do.
Classes/room spaces not available for training and professional development
College needs open access computer labs that can be reserved by faculty, staff and departments as needed for special instructional tasks. Alternative to the mobile labs.

Actions: (10 minutes)
Dave will get a copy of the document that was given to the accreditation team in August from Jim and distribute it to the Technology team via email.
Sharon to check student services section on the assesment procedures for DSP&S students.
Find out the status of the Technology Master Plan from K. Kauffman or S. Gilson
Stephany Kyriakos to finish 1b.
  Brian and Louie to finish 1c. I can help and hopefully ready by next meeting.
  Copies of rough drafts should be sent to the entire team before coming to the next meeting so we can
look them over.
  Alexis Gray to start on section 1d
  Gerald Boerner to start on section 2.