MINUTES – STANDARD IV
Leadership and Governance Strategic Planning Committee
October 4, 2006 (Wednesday)
ATEC 105
12:00-1:30

Attendees: Dr. Gaither Loewenstein, Jim Sutton, Julie Taylor, Dr. Sharon Crasnow, Erikka Valdez (student), Usmaan Arshad (student), Dr. Gail Zwart, Ruth Smith, Dr. Brenda Davis, Gerald Cordier

1. Dr. Crasnow gave a brief overview of how the editing committee (Dr. Crasnow, Sheryl Tschetter and Karin Skiba) reviewed the standard. They felt that overall Standard IV did not require a lot of revision. Gail shared that she has also received some changes from Kristina Kauffman.

2. Gail gave a brief description of the Norco Strategic Planning process and where we are with accreditation for the new attendees (Dr. Loewenstein and Usmaan Arshad).

3. It was decided that each member will make the recommended changes/edits to the section they were assigned earlier. Each member reviewed the comments for their area and asked for clarification where needed. Edits need to be back to the editing committee by the end of October. Jim Sutton shared that he has each section of Standard IV separated with page breaks if anyone would like a copy to use for editing (e-mail him and request your section).

SECTION A
• A-1 Diane Dieckmeyer
• A-2 Ruth Smith and Julie Taylor
• A-3 Carol Farrar
• A-4 Gerald Cordier
• A-5 Carol Farrar

SECTION B
• B-1 Jason Parks and Gail Zwart
• B-2 Diane Dieckmeyer and Tom Wagner
• B-3 Karin Skiba Gail Zwart

The student members (Usmaan and Erikka) were given the assignments of reviewing the draft from a student perspective and providing any feedback on what is missing regarding student involvement in governance.

4. Dr. Davis shared that all district policies will be revised and presented to the Board. Currently working with the Community College League. At the present time there is no policy outlining the duties of President. This is something that will be addressed. Organization charts have been submitted to
Melissa Kane’s office (Interim Vice Chancellor, Diversity and Human Resource). There have been discussions covering what should be centralized and what should be decentralized. Dr. Davis would like to see a chart showing the department locations rather than a narrative.

5. Jim Sutton has collected approximately 95% of the evidence, but is concerned that changes will be made to what is already done. Dr. Davis indicated that the evidence should be presented to the accreditation committee in several media forms. She suggested that an hourly employee be hired to scan the evidence for easy computer access.

6. Jim Sutton shared that he would like to see all of the standard committees utilize the same format for their meeting minutes. Jim will e-mail a sample format to Sharon. Dr. Crasnow will work with the Strategic Planning Co-chairs to standardize the format.

7. NEXT MEETING – Wednesday, October 18 at 12:15 – ATEC 105