MINUTES – STANDARD IV
Leadership and Governance Strategic Planning Committee
August 27, 2008 (Wednesday)
THTR 204
9:50-10:45

ATTENDEES:  Diane Dieckmeyer, Tom Wagner, Gail Zwart, Karin Skiba, Deborah Tompsett-Makin, Jim Sutton, Sue Lafferty, John Moore, Jason Rey, Kheesa Slaughter, Daniel Vega, Ruth Smith, Carol Farrar, Gerald Cordier

Carol Farrar addressed the committee and explained how to use the handout packet that was prepared to help make revisions. Carol shared a few tips that should be kept in mind while revising. It is especially important to make sure you are reviewing the ACCJD recommendations when making changes and corrections. Jim Sutton reminded the committee that all evidence must be submitted in both digital as well as hard copy formats.

The committee reviewed and revised the planning agenda assignments that were made last spring.

**Timeline for completion of Standard IV Revisions:**

**September 11 Meeting** – Bring notes for your planning agenda items to discuss with the committee.

**September 23 Meeting** – Provide the committee with an update/status on progress and request any additionally needed help.

**October 9 Meeting** - Bring text/draft of all your revisions.

Next Meeting – Thursday, September 11  2:00-3:00