Minutes

1. RTF meeting schedule and dissolution – Mr. Stan Carrizosa
   a. The work of the Response Task Force is ending soon. Will meet this Thursday, next Thursday and then meetings will be once a month. After the “Show Cause” report is submitted on October 15th the RTF will meet one last time on October 17th to close out its official work.

2. RTF Sub-group remaining tasks to be completed – Dr. Jennifer Vega La Serna
   a. Guide to Evaluating Institutions – Subgroup will receive a packet of standards related directly to their areas. Under each standard are specific questions that the commission asks when they visit a campus. This is a guide to evaluating institutions on a regular visit so they may or may not ask us these questions, but we need to be prepared to answer for the standards we are responding to.
      i. Review each questions and make sure we know the answers. If not, do we know who can answer the question(s). After answering the questions look at the evidence list. Do we have all of that evidence? Did the subgroup look at that evidence? Do we know where it is? Can we pull the evidence together?
      ii. Look at any AP’s or BP’s that are a part of your areas and how they are impacted by the changes we have made. We are looking for things in our current policy that may conflict or not align with what’s in the Governance Manual. We need to start the revision process so by the time the team gets here in November they see that these are in the review process.

3. COS 2.0 2013 Organizational Meeting Agenda Guide (Senates/Committees) – Mr. Stan Carrizosa
   a. Putting a strategy in place to secure a smooth transition from the old processes to the new processes. In the start-up meetings of the existing senates and committees there will be specific things that have to be done to transition from our old self to our new self. Created a sample Organizational Meeting Agenda Guide (in world of elected officials, they are required each year, under the law, to hold at least one organizational meeting where elect officers, readopt the meeting schedule and review any changes or revisions to by-laws). Also made commitment in our response to the accreditation report that we would have
one Senior Management rep and on faculty rep at all of those meetings to be a resource to help and support committees to get off the ground.

b. There is a plan to standardize the location of minutes, agenda and committee lists. On a regular basis, the four committees under District Governance Senate will submit agendas and minutes to the President’s Office to be posted to the website. Dr. Thea Trimble also has a plan for standardizing and collecting agendas and minutes from Academic Senate committees.

c. Dr. Thea Trimble - at the beginning of the year every committee, including Academic Senate, needs to review the institutional objectives for the Strategic Plan. Then as you go about your business it reminds you what we’re all supposed to be working for.

d. Subgroups need to spend time over the next few weeks cross-referencing our new work with current policies.

4. Status update on process Manuals
   a. Integrated Planning – Done. It has gone through all approval steps and is completed. The last piece we are waiting for is a page about Resource Allocation. Waiting for the Resource Allocation Manual to be completed to finish that portion of the Integrated Planning Manual.
   b. Governance & Decision Making – Also complete and in its final form now. It has gone to print. The Public Information Office and graphic designer are going to format the all three manuals to look the same.
   c. Resource Allocation – Is going thru Governance Senate & Academic Senate now and is in its final stages.
      i. Mr. John Bratsch - Started process for guiding HR PB’s & AP’s thru process. Have hiring procedures for classified, confidential, faculty and management and the AP to go along with it. Also have AP & BP on evaluations. Actual evaluations & hiring pieces are on the website. Still need to write the report on the recommendations.
      ii. Mr. Stan Carrizosa/Mrs. Christine Statton – Resource Allocation Manual is on draft 14. Went to Academic Senate as a semi-final version. Senate mostly concentrated on the rubric for prioritizing Above Base Funding Allocations. Senate provided suggestions and those have been incorporated. It’s also going to District Governance Senate, with everything that Senate added, for a first reading and then it will come back for a second reading. A timeline is going to be added to the Above Base Funding Allocation. E-mail final version (draft 15) asap so Senate so they can review the timeline.
   d. Dr. Jennifer Vega LaSerna would like to have all 3 manuals in the print shop by September 1st or as soon as the Resource Allocation Manual goes through Governance Senate & Academic Senate.
   e. Dr. Thea Trimble - Still working on evaluation for Governance Senate.

5. **COS 2.0 Implementation Task Force** – Dr. Jennifer Vega La Serna /Dr. Thea Trimble
   a. Implementation Task Force made up of people involved with the RTF to help, not police, the committees as they transition into the new model. Make sure the manuals are being implemented and help committees with issues they identify. Can the issue be fixed with a small tweak or is it something we didn’t
think about? How can we make it work or do we need to change the manual. (Task force will be made up of one faculty and one administrator from Subcommittee I and Subcommittee IV and one from Subcommittee III. Subcommittees decide who will be on the Implementation Task Force). The idea is that once the Implementation Task Force and Senate think committees got it the task force is gone.

6. Draft of “Show Cause” Report – Dr. Jennifer Vega La Serna
   a. Planning - The recommendation, standard and eligibility requirement are done. It has been reviewed by Subcommittee I and now have second draft. Dr. Jennifer Vega LaSerna will keep the documents until we are ready to put whole packet together. The other eligibility requirement related to that is eligibility 21. It was sent to Subcommittee I for review and a second draft has been returned. Dr. Jennifer Vega LaSerna will review it with Stan and Brent and it will also be held until put packet together.
   b. Research Capacity – The recommendation and standard have been sent to Dr. Bob Pacheco for review.
   c. Student Learning Outcomes – The recommendation is done, almost done with the standards and working with the eligibility requirements. Dr. Bob Pacheco has reviewed it. It will be sent to Subcommittee IIA for review and editing. A second draft will be sent back to Dr. Jennifer Vega LaSerna in the next week.
   d. Student Services – Dr. Kristen Hollabaugh is writing it and has a tentative deadline of Monday. It has two standards that will go to Subcommittees IIB and IIC for review and feedback.
   e. HR – Mr. John Bratsch is working on it. When compete it will be sent to Subcommittee III for review & feedback.
   f. Evaluation of Processes – The recommendation is complete and Mr. Brent Calvin is writing the standards. Will go to Subcommittee III for review & feedback.
   g. Mr. Stan Carrizosa has written the introduction and once all recommendations are done the whole packet will be put together. It will be sent to the RTF, Senate and District Governance Senate before going out to the campus. Dr. Jennifer Vega LaSerna has a hopeful deadline of September 1st to have the whole “Show Cause” report compiled. Will have the entire month of September for review, editing and feedback. Looking for error of fact of omission (not grammatical errors). The completed packet has to go to print on October 1st.
   h. Closure Report- Dr. Jennifer Vega LaSerna is finalizing items with Mr. Brent Calvin and then the report will go out to the Response Task Force, Senate and District Governance Senate.
   i. The annual update of the Strategic Plan is going out today to Senate and District Governance Senate.
   j. Master Calendar- is in draft form. Will put into a calendar everything that we are doing the next ten years.

   a. The President’s Office assembled a workgroup to do the final editing.
b. The workgroup will also have an evidence team. A lot of evidence has to be compiled, logged and sequenced appropriately so it’s accessible and easy to find. The evidence has to be attached to the “Show Cause” report digitally. The evidence assembly team is going to be critical.

c. Scheduling a series of District wide accreditation forums beginning next Wednesday. We have until the end of September to sun-shine the key elements of this “Show Cause” report to the community, faculty & staff at large. Forums will be an update of where we are on all of the major issues and will be given by faculty/staff from this group. The next four forums are going to be very specific chunks of the “Show Cause’ report centered around the four recommendations that are the most substantive. This will give faculty and staff an opportunity to see what the recommendation was, how we have prepared our response and what is it we say we are going to do. Forums will be live streamed, video tapped and posted on line.