Response Task Force
Standard IIB and II C Subcommittee

Meeting Notes
March 11, 2013

Members in Attendance: Marvin Turk, Meng Vang, Bethany Matos, Frances Gusman, Tamara Ravalin, Jessica Figallo, Darcy Kipnis, Milena Seyed, Karen Roberts, and Kristin Hollabaugh.

1. Committee Logistics: All documents are now on the U drive under RTF SubCommittee IIB and IIC. The folder is broken down into a couple of different subfolders, including evidentiary documentation. In addition, Kristin sent out a Distribution list of the subcommittee members.

2. We will be meeting with the District’s consultant, Dr. Eva Conrad, on Wednesday at 1:30 p.m. in the President’s Conference Room.

3. Jessica reported that she went over the survey with Deborah Nolan. Jessica shared Deborah’s thoughts. The conversation proceeded to needing additional clarification from Ryan in Research. Ryan joined the meeting and asked the committee questions to try to determine exactly what we are trying to determine. Again, it was shown that we have already looked at objective data (number of enrollments, daily student distribution, etc.) and that we were trying to determine delivery mode and times students needed counseling and library services, per the conversation with Dr. Beno—relayed to us by Dr. LaSerna. A multitude of concerns by Ryan were raised. The plan: to resubmit a data request form through the process and Ryan will work on a new survey to address his concerns.

4. Tamara handed out a draft of Administrative Procedure 5110. She went over the language which included language about surveys to understand the preferred delivery models for counseling. If this language is appropriate, Tamara suggested similar language be included in the Library Administrative Procedure. This will come back to the meeting on March 18 after counselors have been able to review the proposed changes. It is thought that this will go to Senior Management on March 21.

5. Kristin handed reviewed material sent to the group showing each of the four standards and the recommendations from 2000 and 2006 (where appropriate). It was decided to break down the overall subcommittee into four smaller subcommittees to work on each of the Standards. It will be broken down as follows: Standard IIB4: Tamara, Bethany, and Frances; Standard IIBA: Meng and Jessica; Standard IIC1: Milena and Darcy; Standard IIC1c: Marvin and Karen. Kristin will serve all committees in terms of resources, Hanford information, etc.
6. It was decided that we would respond to each of the standards by breaking it down into four areas: Visalia, Hanford, Tulare, and Online. This will provide a consistent clear message. In addition, teams are encouraged to start their response out by saying, *In order to* <and then insert standard language> *This will keep the focus on the response rather than getting off base.*

7. For plans for improvements, teams are encouraged to build in sustainability plans.

8. Discussion ensued about Hybrid vs. Online - online only; distance only. Meng was going to include this in his research on ratios. It was decided to include Hybrid in the Online group.

9. Milena will find out if LRC 210 is open for future meetings, and email the committee.