Standard III
Tentative Agenda
Friday, 03/01/13
1:00-3:00 p.m.
PCR

I. Review Meeting Minutes for possible submission to Stacey Nelson.

II. Review Task Sheet for possible submission to Jennifer La Serna.

III. Review and possibly prepare list of Processes & Critical Elements required in our Standard III-Recommendations.

   A. Hiring Policies-Critical Elements
      1. Print Faculty and Management Hiring Policies from H.R. website. B.P’s and A.P’s for classified, interim management, management, and faculty. (Student worker)
      2. Include “SLO preparation” as part of job descriptions.
      3. Include “Assessment/Evaluation of SLO’s” in job description. ??

   B. Diversity in Hiring/Action Plan-Critical Elements
      1. Include Diversity Survey in application.
      2. Send Diversity Survey to all employees to determine how our employee population correlates to our student population.
      3. Gather Diversity Survey data (with help of Tim and Ryan).
      4. Prepare report with graphs and charts with Diversity data.
      5. Determine where we are lacking in Diversity.
      6. Develop an action plan for increasing populations that are under-served.
      7. Action plan should include job fairs (locations), dates of events to attend, employees willing to attend, funds designated to pay for it.

   C. Evaluation Policies-Critical Elements
      1. Include SLO assessment as part of evaluation on classified, interim management, management and faculty.
      2. How employees can improve once assessment of SLO’s/evaluation given?
      3. Professional training/workshops given: when, where.
      4. Faculty and classified must complete surveys immediately following professional training/workshops to provide feedback on quality of training/workshop and improvement.

   D. Financial Planning-Processes
      1. Expand Budget Committee and invite more to contribute.
      2. Obtain Surveys from employees and students for Budget Committee.
         a. Work with Ryan on Surveys.
         b. Send Surveys (when):___________________
      3. Gather Survey information and discuss in Budget Committees.
      4. Use information to plan and make future projections/goals for the College.
      5. Budget Committee prepares a report/forecasting plan.