Standard IV Meeting Notes (Minutes) – 3/4/2013
Present: Matt Bourez, Stan Carrizosa, Kevin McCusker, Stephen Meier, Josh Muller, Steve Natoli, Thea Trimble

1. Committee Survey
   a. Need to send out the survey to the various committees. Made list of users/chairs that need to complete the survey. If they have a subordinate committee, we ask that they send a copy of the form to them to be filled out as well. Tentative survey date 3/5/2013, return by noon Monday 3/11/2013. Return the Completed Survey to Kevin.
   b. As part of the Survey email, send an email to COSeNews asking for committee chairs that did not get the survey, contact Standard IV for the committee Survey.

2. Discussion on how to evaluate the Committee Structure. Questions to deliberate.
   a. How do we measure the committees?
   b. Necessity of external committee review “Committee Evaluation Committee”.
      i. Are the vacancies Chronic? Are the minutes and Agendas up to date? Are the self-evaluations valid?
   c. Create a set of best practices for the committees.
      i. Re-evaluate the committees charge and goals yearly.
   d. Who is to revise the committee Structure? As a group, we can recommend, but to whom? Do we rebuild the design from the pieces that we have or build a design from the ground up? Can we get an Ideal model ready by the May CC meeting?
   e. How does any idea get into the “system”? Can it get in via operational committee and participatory?
   f. In the Governance Plan, create a template that outlines, who is on the committee, what they do and how do you get an idea into the hands of the committee.

3. Notes
   a. Location of this committees working documents u:\Accreditation\Documentation\StandardIV
   b. Mr. Carrizosa to draft a year-end evaluation template for the committees to use for their yearly evaluation.
   c. Kevin to save the evaluations that come in our shared folder noted above.
   d. Look at other models of participatory governance for ideas as how we can fit our structure into a known working model.
   e. Find AP on how the faculty are hired.
   f. Kevin to create Agenda for next meeting 3/11