Members Present: Martha Davis, Roxanne Metz, Steve Grimes, Dave Arnold, Tracey Thomas, Steve Stratton, Pat Girczyc, Bill Connors, Mike Mendoza, Tim Flanagan, Jose Ramirez, Ray Kingsbury, Paul Agpawa, Danny Walker, Michael Bailey, Leslie Haddock, Tricia Hawkins, via conference call Steven McCollum in Del Norte and Dave Mackie in Mendocino.

Others Present: Michele Vagle, Noel Roberts

1. Complete the Facilities Program Review Input Forms (Facilities Planning Committee):
   Martha Davis provided background for the committee on the process of reviewing the Post Program Review Interviews List as they relate to facility needs. Six of the seven Program Review interviews completed for Business Technology require comments from the Facilities Planning Committee (FPC). The committee will go through the seven completed plans.

   Martha went over the Facilities Program Review for each of the following: Business Department; Center for Entrepreneurial Studies; Information Sciences Dept. in Del Norte; Industrial Technology, Woodshop; Hospitality/Restaurants, new cafeteria; Hospitality/Tourism; and Computer Information Systems. The committee provided feedback and the forms were updated.

2. Action Plans:
   Roxanne Metz passed out the rating sheets for the Action Plans. Roxanne asked the committee for feedback on two broad discussion items. The first, should the Institutional Effectiveness Committee (IEC) rate the Action Plans and second, what should the IEC do with the Action Plans as they come in. Discussion followed as to how the IEC will organize in order to review the Action Plans that come through.

   Martha voiced to the committee that she has concerns with the evaluation form. Roxanne reported to the committee that this is a work in progress and can be changed to address current needs.
Danny Walker asked for clarification as to how the process works once the IEC receives an Action Plan. Roxanne went over the process for the entire committee.

Dave Arnold volunteered to do the review for all five of the Action Plans that the IEC has received to date. Once the review is complete, the submitter of the Action Plan will receive back an itemized list of suggested items that need to be cleaned up in order to be ready for “prime-time” review. A new due date will then be assigned. Other areas that will be impacted by the Action Plan will also receive notification so that they are aware in order to keep them in the loop since they are affected as well.

Roxanne will work with Crislyn Parker to prepare detailed instructions for the review process.

Next Meeting: Wednesday, March 12, 2008
12:00 pm – 1:00 pm
Location: Board Room

Submitted by: Michele Vagle, IR Account Clerk