AGENDA and Notes

- Rec 1: Assessment Results Form: The AOC strongly supported a recommendation for a standing assessment committee and an assessment coordinator. The AOC asked that an ad hoc committee comprised of Erik Kramer, Justine Shaw, Peter Blakemore, Cheryl Tucker and Angelina Hill be formed to draft a proposal of the assessment committee. Specifically, the ad hoc committee will identify what are the tasks performed by this assessment committee, how does the committee interface with program review and administration, and where in the institution is this group be housed? The ad hoc committee will also look at the duties of the assessment coordinator. Once we have a proposal, the AOC co-chairs will forward a recommendation for further action to the cabinet for approval.

- BPC report and Results Form: The AOC discussed Standard III results form. The work group called for:
  - The PRC to establish a amendment to needs addenda requests to include reasoning and justifications linked to strategic plan, educational master plan, SLO’s and PLO’s for all requests. In addition, establish additional information within requests that demonstrates total cost of ownership.
  - Include in budget reporting a linkage of all financial resource allocations to mission and goals of institution. This would assist in many more recommendations.
  - BPC committee and integrated planning committees leading to BPC (FPC, Technology & Furniture & Design) complete annual surveys and assessment report speaking to evaluation of process from previous annual cycle and goals for following year to be forwarded to IEC. In addition, it is recommended that an initial yearly training meeting be held by committee co-chairs for any new members to a committee.
  - Establish an initial feedback form to be distributed by the BPC to all constituents who received funding allocations from needs addenda requests in the 2009-10 and 2010-11 years. The purpose is to establish some evidence prior to next year’s program review as to how the funding has assisted in meeting their needs and how that links to college mission and goals. Second, meet with PRC to establish a sustainable feedback form within program reviews that informs how requests that were funded assisted that area in meeting strategic plan, educational master plan, SLO’s and PLO’s from previous year’s request.

The AOC supported the work groups recommendations and suggested that they be included in the integrated planning committee chairs meeting discussion in late April.

The AOC asked the Recommendation 2 work group to develop a proposal that will show how department/area and division leadership use program review data to develop the annual operational budget, which then goes to the BPC.
• AOC work and meetings: *The dates and times the AOC will meet the remainder of this semester has been revised. We will still meet on Tuesdays but the time will change from 4:15-5:30 to 3:00-5:00. We may have to hold on to Thursdays if we need to meet. The AOC agendas will have Recommendation 1-7 and Standards 1-4 as standing items.*

• Evidence gathering for Standards 1-4 and Eligibility Requirements: *Not discussed*

• Preparing the campus for the October visit: *Not discussed.*
  - Accreditation room
  - Convocation

• Tami M. email—student involvement: *Not discussed.*