SELF STUDY STEERING COMMITTEE
Tuesday, May 9, 2005
Rosenberg 518

MEETING MINUTES

Attendees: Kristin Charles, Ann Clark, Ophelia Clark, Brian Ellison, Bob Gabriner, Ray Gamba, Peter Goldstein, Bonnie Gratch-Lindauer, Don Griffin, Susan Lopez, Kitty Moriwaki, Sharon Seymour, Bruce Smith, Fred Teti, Diane Tong, David Yee, Ann Zinn

I. Theme Essays (1, 4, 5):
Theme 1 (Co-Chairs: Kristin Charles and Ray Gamba): Summary of changes were presented and approved.

Theme 4 (Co-Chairs: Bob Gabriner, Susan Lopez): Summary of changes were presented and approved. Discussion took place on whether to use names or titles only. It was agreed that the issue of names/titles would be carried forward, but that the draft would be approved in its current iteration.

Theme 5 (Co-Chairs: Brian Ellison, Sharon Seymour): Summary of changes were presented and approved.

I.b. (Theme 2: For Information Only)
Theme 2 was presented as an “information only” item. The Steering Committee applauded progress to reduce the text from 30 pages to 19. Members agreed to review it and provide feedback to Bruce Smith, Bob McAteer and Kristin Charles.

II. Standard III.B
The Committee was “walked through” a summary of changes made to the document. The issue of how to present recommendations was raised. This led to a preview of one of the meeting’s later agenda items on “mapping recommendations.” It was agreed that more thought and work needs to be done around presentation and organization of recommendations both from the standards and theme reports.

IV. 2000 Responses
It was suggested that substantial changes be made to Standard VII and that the report be resubmitted at the May 24 meeting. A discussion about success or failure of program review was had, leading to a greater understanding of the extent to which said reviews have actually occurred on a scheduled basis.

V. Map Recommendations
All recommendations from the standards and theme reports were carried over to a new document on “mapping recommendations,” which enabled the group to see all of the recommendations in one place. It was agreed that the work group should eliminate redundancies and collapse similar recommendations in order to create a more streamlined list of major recommendations. The work group agreed to draft something for the next meeting (May 24).
VI. Other
Bob Gabriner announced that the Chancellor wishes to convene a group in November to discuss major recommendations and develop a strategic response to said recommendations.