SELF STUDY STEERING COMMITTEE
Monday, November 1, 2004
Rosenberg 518

Participants: Ophelia Clark, Brian Ellison, Ray Gamba, Bob Gabriner, Bonnie Gratch, Don Griffin, Mamie How, Rita Jones, Steve Kech, Larry Klein, Susan Lopez, Andrea Niosi, Francine Podenski, Lety Sazo Santana, Bruce Smith, Fred Teti, Diane Tong, David Yee, Sean Young, Ann Zinn

I. Co-Chair Reports

There was an expressed need for greater consensus over the structure and format of the co-chair reports, due ideally by the end of November for critique at the Dec. 7 meeting of the Steering Committee. [A second December meeting was later added to provide more time for review and feedback. That meeting is scheduled for Mon., Dec. 13, at 3:30 p.m. in R-518.] A sample narrative from a co-chair report was distributed and discussed.

It was also suggested that the reports should be available for distribution to the new theme committees and co-chairs before then end of December, if possible.

II. Phase 2: Spring Themes

It was agreed that recruitment for six theme committees would begin this month, with more discussion to follow at Nov. 15 meeting on composition and work scope of these new committees. A letter will be forthcoming from the Chancellor’s Office and at least two special orientations will be scheduled in January—one on Flex (Jan. 14) and a second one week later (Jan. 21) on the recommendation from the committee. Flex would be structured like the fall orientation with an opening session at 1 p.m., followed by breakout sessions for each of the six new committees.

It was suggested that these committees would operate differently than the intensive working committees of the fall. The spring committees would involve a “scribe group,” composed of a writer, a reader, and a fact-checker who would shoulder the weight of composing the reflective essays. The larger committee would help shape, form, and critique the progress of the scribe group and this two-pronged committee would go back and forth over the first two months until a second draft was prepared and ready for presentation to the public through a series of listening sessions.

There was debate on whether or not to extend the front end of the work plan to provide more time for orientation, review of co-chair reports, and bottom-up development of outline leading to first draft.

It was also suggested that the timeline for the crafting of the responses to the 2000 recommendations be moved up to late Feb. early Mar.