

**EASE Meeting Notes:  
10/05/16  
Mission Campus - Room 103**

**Survey Ideas:**

LJ

1. facilities adequate
2. hours, right hours
3. is space adequate.....is there identified offices/spaces?
4. tools: scanners/connectivity

TM

- work Depth and Breadth - longitudinal
- a good tool, a thoughtful tool from Research Office

JB

1. look at standardized forms....across the District...

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decision point: we are going to use the initial work plan...to create the survey...Santos will follow up by getting the work plan template to research and planning....research and planning will provide draft and subcommittee will review and approve

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Edit: Core Service

Library and Learning Resources - 1 service - broken out into two separate services

- a. Library
- b. Learning Resources

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**Recap**

- 1.) office of research and planning - will provide research tool
- 2.) committee finalized - tri chairs will meet to finalize the traveling subcommittee to visit each center ... subcommittee will have at least one rep from each core service with a balance of classified, faculty, and administration
- 3.) dates set - the dates will be Tuesday, beginning on Oct. 25th 2-4:30, beginning in reverse alphabetical order
- 4.) agenda for site visits

**October 25 - reverse alpha order starting with SE**

**Proposed Site Agenda:**

1. Tour
2. Meet and Greet with Staff
3. EASE Overview
4. Group Debrief and completion of our assessment tools