Criterion 2 Minutes
February 6th 2009 Meeting

The meeting was called to order at 1:00 p.m. . Members present were, John Boyd, Michael Boyle, Paul Buckelew, Michael Franco, and Paula Gower.

The minutes were then read, motioned and approved.

Mike Franco then gave his chair report. Mr. Franco talked to all the deans and e-mailed Susan Vanschuyver for information that shows how the school assesses and responds to changing needs. It was noted that the library has all the staffing plans behind the front desk and that we can ask Linda Boatright for the budget books. Mike added that the deans only have their own division's budget and that they keep budgets for five years. It was also noted that most deans keep a copy of all program reviews and assessment reports. John Boyd noted that Stu Harvey would be an excellent resource for institutional budget allocation.

John also mentioned that budget planning documents and monitoring reports are given to the board of regents at the monthly meetings and that the minutes of the board of regents meeting would reference many of the documents we might need.

It was noted that a question was brought up at the Steering Committee about how do we define current capacity? Mike said that would be answered at the next Steering Committee.

The committee then broke into a discussion of how we should approach the task of identifying and collecting the artifacts we needed. There was no resolution to this discussion.

The next discussion was about the current versions of the documents we had for the last accreditation self study from ten years ago. The question is there any new ones over the last ten years and if so what are they and where are they? It was suggested that we look at the old ones first and then proceed to the newest ones. Someone added that we might want to ask Bertha Wise and Dr. Aquino how far back do we need to go?

The chair then stated that he would ask the other subcommittees what approach they were taking on their task.

John Boyd and Michael Boyles both brought up the issue of a spreadsheet database that mapped the core components to the documents we currently know about. Everyone agreed that seemed to be a great organizational tool.

The meeting was then adjourned at 1:35 p.m.