Criterion 2
Minutes 27th February 2009

Members present: Sunny Garner, Mike Franco, Paul Buckelew, John Boyd, Michael Boyle, and Paula Gower

The meeting was called to order at 1:00 p.m. The minutes were then read and accepted.

Mr. Franco then gave his report. Mike stated that Jane Carney has agreed to write the report. Jane wanted the report to be terse, lean, and to the point. Jane's temporary office would be in the resource room, Room 1D4A. A desk will be placed in the room along with a computer. In addition Mike noted that Stephen Crynes is starting to compile the electronic resource room. He wants to make sure that **all** documents requested go through him. Mr. Franco then stated that the timelines have changed. Ms. Carney wants the outline by the end of the fall 2009 semester. She also wants to look at all the Core Components by the end of this semester. The Committees have agreed to compile such a list this semester. The Chair then noted that we need to look at all the Core Components this semester. Mr. Franco then stated he would write a draft that we would review and then send back to him. He also noted that eventually the whole college will be able to add input. Michael added that Jane Carney will be able to add extra documentation up to the day of the visit.

John Boyd asked what the cut off for how far we have to look back for the 2011 visit. Mr. Franco was told by Stephen Crynes that Andy said that 3 to 5 years was usually sufficient unless some significant change had happened. Therefore, Mr. Franco added that we don't need the old documentation from the old resource room but just the current documents.

Mr. Franco then went on to review the new ANGEL site. It was stated that there would be a running list of core component documentation that could be added to and amended. One of the members added that there was no documentation of the current Leadership Program but that there is in fact a lot of information out there about it. Examples of documentation mentioned were the application packet, the selection process, the review process, and the meeting minutes. It was added that Jonny Allen could gather that information into a document for us.

Committee members then discussed the availability of the monitoring reports that are given monthly to the Board of Regents. John Boyd added that this reports now have consistent formats.

It was noted that "The Way Forward and why it Matters", the OCCC Mission and Vision statements are all online.

Mr. Franco then asked that the committee needed to go through the Core Component 2B and start posting on ANGEL. He asked that we identify documents and what programs tie into them.

Toward the end of the meeting Mr. Franco asked the committee to identify what items from the old resource room that they would like to examine. The list was compiled and forwarded to Stephen Crynes.

Mr. Franco then noted that the next meeting would be on March 13th.