

MINUTES
CRITERION 5: Engagement & Service
April 24, 2009

Review/Edit List of Areas to be addressed Within Our Criterion

- **Added:**
 - **OCAST/Biotechnology: Sue Tabor**
 - **Achieving the Dream: Penny Hampton**
 - **CSSE: Liz Largent**
 - **Org. Climate Survey: Liz Largent**

Member Reports

- Liz Largent
 - Contacted Student Life, service-learning data is pretty good, need more info on VITA. Working on contacting Dr. Boyd for master site plan info.
- Jessica Martinez-Brooks
 - Gathering minutes and agendas and pulling monitoring reports with Roxy and Nora.
- Penny Hampton
 - Meeting with Nora soon, drafting an e-mail to send to all employees regarding their involvement in community organizations.
- Jon Horinek
 - Met informally with Paula in PR, is working on creating OGo and Concurrent reports.
- Alejandro Rendon
 - Not present.
- Stephen Morrow
 - Met with Gus for downtown consortium, working with Roxy and has info on grants, contracts, brochures, regents' reports etc. Has upcoming meeting with Corrine and Mary Ann Moore.
- Susan Tabor
 - Has minutes from almost all AAS advisory boards.
- Francine Gissy
 - Not present

Data Collection Process Reminder

- As you get information, e-mail as attachment to Liz (llargent@occc.edu) and in the body of the e-mail put what area/program/service the data is for and what core component(s) it belongs to. If the data is not in electronic format, and you don't have a way to get it in an electronic format, let Liz know.

Reviewed the Format for Writing Once Data is Collected

- I. 2 Paragraph Criterion Overview
- II. 1 Paragraph Overview of Core Component 5a

- III. Bullets of evidence.
- IV. 1 Paragraph Overview of Core Component 5b
- V. Bullets of Evidence
- VI. 1 Paragraph Overview of Core Component 5c
- VII. Bullets of Evidence
- VIII. 1 Paragraph Overview of Core Component 5d
- IX. Summary of Areas of Strengths & Areas for Improvement
- Note to keep track of “ah hah” moments.

Summer Meetings all in Dr. Paden’s Conference Room at 2 p.m.

- June 4
- June 18
- July 9
- July 23