



**College Recommendation 4 Sub-Committee  
Meeting Minutes  
October 21, 2015**

**Present:** Siri Brown (co-lead), Jennifer Briffa, Rosa Perez, Mary Ciddio, Jayi Thompson, Isela Gonzalez Santana, Charity Clay

**Absent:** Samantha Knappenberger (co-lead)

**Guests:** None

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Report on Standard III related to Recommendation 4</b>	Rosa and Mary utilized our template to review standard III and suggest additional evidence needed to support this area. The group added to suggested evidence ideas.	Complete the reporting process for additional standards
<b>II. Report on Standard II related to Recommendation 4</b>	Isela and Jennifer began reporting on their assigned area for standard II. The group added to the suggested evidence ideas.	Complete the reporting process at the next meeting.

M/S/P = motion/second/pass



Recommendation 4 Sub-Committee: Notes Wednesday October 7, 2015 2-3pm

1. Explained packet to those who were not in attendance at AFR committee meetings prior to today.
2. Discussed a plan for addressing Recommendation 4
  - a. First, we will divide up the standards among group members to dissect more in depth
  - b. Each group member was given a standard to review and begin the 'brainstorming' process for their standard. Brainstorming will include:
    - i. Read applicable self-evaluation pages
    - ii. Read applicable external evaluation response pages
    - iii. Look over stated evidence
    - iv. Brainstorm how to revise/clarify or 'beef up' existing evidence
    - v. Draft what has been done since 2015 to include as evidence and to address improvement
    - vi. Make notes, answering the questions that are suggested for each standard
    - vii. Make notes to begin a list of evidence we should collect for this standard
  - c. Members will bring notes to next meeting to begin discussion
3. Meetings will be held Wednesdays 2-3 pm in L125?

**Assignments determined at 10/7/2015 meeting:**

I.B. (I.B, I.B.1, I.B.3, I.B.4, I.B.6): Samantha  
II.A (II.A, II.A.2, II.A.2.a, II.A.2.e, II.A.2.f, II.A.6.b): Isela and Jennifer  
II.B (II.B, II.B.3.c, II.B.4): Charity  
II.C (II.C, II.C.2): Siri  
III.A (III.A.6): Siri  
III.C (III.C, III.C.2): Samantha  
III.D (III.D.4): Rosa and Mary  
IV.A (IV.A.2.a, IV.A.2.b): Clifton  
IV.B (IV.B, IV.B.2.b): Jayi