

Steering Committee Meeting Minutes February 3, 2016 Learning Center—Room L126 1:00 p.m. – 2:00 p.m.

- **Present:** Walter Johnson, Maril Bull, Sheila Metcalf Tobin, Kinga Sidzinska, Nghiem Thai, Samantha Knappenberger, Rosemary Delia, Dan Lawson, Anulfo Cedillo, Mario Rivas, Rachel Antrobus, Norma Ambriz-Galaviz, Romeo Garcia, Dettie Del Rosario, Stefanie Harding, Ann Elliott, Tina Vasconcellos, Ron Perez, Wise Allen, Audrey Trotter, Jennifer Kennedy, Mia Kelly, Dinh Truong
- Absent:
- Guest:

Agenda Items	Discussion	Action Item
1. Welcome	AFR Chair welcomed the group back and provided updates on timeline and progress.	
2. Approval of 1/13/2016 AFR Steering Committee Minutes	Consensus was reach to delay approval of the 1/13/2016 minutes to the next AFR Steering Committee Meeting	Minutes will be E-mailed to the members for review prior to the next meeting
3. Updates on AFR Drafts (AFR Core Team)	 AFR Writer update on the initial draft narratives: a. AFR Writer presented and reviewed with the group the Guidelines for Reviewing AFR CR Drafts b. AFR Writer will schedule individual meetings with the CR Sub-Committee representatives	Hard copies were distributed at the meeting. Electronic copies to CR Co-Leads Correction was made to add Feb 17, 2016 onto the PPT

Page **1** of **4**

2/16/2016



	CR Sub-Committee meeting schedule3. AFR Steering Committee Roles and Responsibilities were discussed	
4. AFR Evidence Process	 AFR Co-Chair reviewed the processes for evidence collection. Reminder that all evidence documentation should be submitted on the AFR Evidence Collection Template 	
	Co-Leads should embed evidence document links into narrative	
	 The AFR Electronic Collection Coordinator and AFR Website Coordinator's roles and responsibilities were reinforced 	
5. Follow-up on AFR Flex Day Workshop and February 19,	 AFR Flex Day Workshop Summary: preliminary data shows that learning occurred 	
2016	 The group came to a consensus on the follow-up workshop time. a. Set for February 19, 2016 from 10a.m12p.m. b. Room: TBA 	Book a room for World Café
	 3. Updated Integrated Planning and Budgeting administrative procedures were presented by Dr. Dettie Del Rosario and Dr. Rosemary Delia a. They reviewed the IPB narrative, the aligned calendar showing District activities, and the newly created IPB graphic b. The updated IPB is one of the most critical processes the College needed to update in order to meet ACCJC Standards and reaffirmation of accreditation c. Discussion was held and a recommendation was made that the College sponsors an assessment 	
	week in April in order to assess and evaluate College processes; traditionally known as	

Page **2** of **4**

2/16/2016



	"closing the loop."	
6. Update on Collegial	1. The Collegial Governance Handbook was approved at	
Governance Handbook	College Council on 2/2/2016.	
	 a. By-laws were reviewed and updated during the process of updating the Collegial Governance Handbook. b. Processes have now been formally approved and adopted. Standing Committees may make changes to by-laws as needed and bring changes for approval to the College Council c. Suggestion was made that other major changes to the Collegial Governance Handbook follows the "closing the loop" process in April 	
	2. How to execute the process and policies written in the handbook? President noted that she and the Researcher are discussing the tools that will be used to evaluate and validate the policies, processes and procedures in collegial governance.	Audrey and Anita should be contacted for evaluation tools and surveys previously used during the College's Assessment Week
7. Update on College Educational Master Plan	 President met with the Consultant on CEMP. The layout of the CEMP team will be similar to the AFR Core Team structure. 	
	 2. A CEMP workgroup will be formed. A preliminary group met before Flex Day. a. The group will be complete an updated CEMP by end of April b. There is a tentative meeting scheduled with the College's Leadership Council on Friday, 2/5/2016 to layout the initial work plan 3. An external scan that will provide data. There will also be 	
	an internal scan that will correlate with the external scan to guide the priorities for CEMP	

Page **3** of **4**

2/16/2016



8. Spring AFR Steering Committee	Next AFR Steering Committee meeting is February 17, 2016 at 1:00 p.m. – 2:00 p.m.	
9. Open Discussion	Stipends for Co-Lead and Classified Staff OT were announced.	AFR Core team will meet with College President and report back to the Steering
	The President interjected that the Spring stipend may need to be reduced because funding is now needed for the newly developed CEMP Taskforce. She went on to say that stipends and OT may be lower than \$2,000, but will not be less than \$1,500	Committee on the final decision regarding Spring 2016 Faculty stipends and Classified staff OT

2/16/2016