Dr. Viera called the meeting to order at 4:08 p.m.

Dr. Viera thanked everyone for their commitment to meet for these five hours.

During the summer there was a letter sent to all the members of the Steering Committee. The letter requested that each member of the Steering commit to five one-hour meetings for the fall semester to continue the strategic planning process. Dr. Hao also sent letters to selected members from the May 1st Retreat and the May 18th follow up meeting.

There were four themes developed at the May 1st and May 18th meetings that will be addressed at the next five meetings. The four themes are: Student Success, Student Learning Outcomes, Fiscal Transparency, and Open Communication. These themes are to be developed with the idea that these college level themes be used as a sign post for specific programs and departments to think about what their rolls are and how
programmatic these will connect with the campus themes. Additionally, once we finish this process we will be moving into the spring semester and the focus will then be on accreditation.

Dr. Viera introduced Dr. Lan Hao, Institutional Researcher and Chair of the Strategic Planning Committee. Dr. Hao provided the committee with an overview of the materials provided in each of the binders. Dr. Hao thanked Linda Swan for all of the hard work in preparing these binders.

Dr. Hao explained that Tab 1 through Tab 3 includes data discussed last semester and is the data to be evaluated this semester. Tab 4 includes the ACCJC Standards. There are four standards that this committee will be addressing. The entire ACCJC Standard document is available on the web for those that would like further information. Tab 5 includes information on the Accreditation theme and the six themes that were used for the surveys completed last spring. There are 5 remaining tabs that will be used for future meeting information and documentation.

Dr. Hao began with an explanation of the materials located in Tab 6 for today’s meeting. The first two pages is a draft plan for all four meetings and the expectation for each meeting.

**Meeting #1 – September 24, 2007**
The first meeting activities will include getting the committee up to speed on the surveys and information such as the CCSSEE, the ARCC survey, and the Employment survey. We will then make sure that we all understand what the expectations are for the next four hours and discussion will be on the four goals. The committee will be asked to make a commitment to one of the four sub committees that is tied to each of these four goals.

**Second Meeting – October 8, 2007**
Each sub committee will report on their definition of Student Success, Student Learning Outcomes, Communication, and Fiscal Transparency. The questions may include how you have defined student success, student learning outcomes, and what is the definition of fiscal transparency and what is your definition of open and honest communication. We as an entire group should think about strategies of how, as a campus what we can do with these goals and that we agree on their definitions.

**Third Meeting - October 22, 2007**
The first two committees will each take thirty minutes of this meeting to explain to the committee what their focus and strategies are that they are working on.

**Fourth Meeting – November 26, 2007**
The other two committees will have thirty minutes to share their information and strategies.
Final Meeting - December 10, 2007
This meeting will be for wrap up and discussion on the transition of these four goals to the Accreditation process.

The four committees will need to schedule a meeting to develop their theme as soon as possible before the October 8th meeting. Please email Dr. Hao the dates and times of your scheduled meeting so that she may attend if her schedule permits.

The committees were selected and the following is a list of each committee and membership.

**STUDENT SUCCESS**
Jim Lancaster – Chair
Charity Fonoimoana
Maia Greenwell-Cunningham
Jeanne Hamilton
Dana Hester
Cathy Napoli
Martha McDonald
Gailynn White

**STUDENT LEARNING OUTCOMES**
Roberta Eisel – Chair
Dave Brown
Irene Malmgren
Kay Nguyen
Jesse Sanchez
John Vaughan

**FISCAL TRANSPARENCY**
Carol Horton – Co Chair
Dennis Korn – Co Chair
Kathy Bakhit
Eric Magallon
Peggy Olson

**COMMUNICATION**
Sandy Lindoerfer – Chair
Paul Green
Greg Hinrichsen
Lari Kirby
Bruce Langford
Jim Shannon
Linda Welz

All the information and surveys that have been completed up to this meeting are available online. There is also a Strategic Planning website currently under development. Dr. Hao would like remind each committee member to bring these binders to each meeting.

Meeting adjourned at 4:58 p.m.