PRESENT: Thom Armstrong, Carol Cone, (recording secretary), Jim Cope, Marilyn Eng, John Fincher, Mike Harrington, Carol R. Horton (chair), John Jasbinsek, Jim Pierce, and Beverley Pray. Absent: Renee Hall, Sharon Martin, Bill McCusker, Vince Mercurio, Peggy Olson, and the student representative.

OLD BUSINESS

10.1 Approval of the minutes of September 4, 2002. Minutes approved as presented.

NEW BUSINESS

10.2 Adopt Long-Term Functions and Responsibilities. Long Term Functions and Responsibilities approved with one correction; Student Nurse changed to Director of Student Health Center.

10.3 Accreditation. Carol Horton stated that the Physical Resources Committee would act as the accreditation committee for Standard Eight. The committee would be responsible for the responses to the questions from the accreditation commission. Handouts and timelines were distributed. Draft of the accreditation is due in February. Mrs. Horton reviewed the questions, commenting that the descriptions be kept brief and concise. Mrs. Horton stated that the self-evaluation is the really important part of the accreditation process. Description should include what the District is currently doing, and then evaluate whether or not what you are doing is sufficient. If improvement is warranted then a planning agenda should be detailed. Mrs. Horton mentioned that the last thing that should be done is deal with the planning agenda if the District is doing pretty well with the topic presented. The question was asked if lack of classroom and office space could be addressed. Mrs. Horton did not see any reason why this could not be indicated in the self-evaluation. It was mentioned that according to the state standard and Title V, the District has more than adequate classroom space @ 115%. Documentation to the Chancellor’s office indicates that the District is over the amount required.

Mrs. Horton informed the committee that the District hires a consultant to complete the space inventory. The space inventory measures square foot by square foot all of the District’s spaces in five distinct areas; classroom, laboratory space, office space, library, and AV/TV space. The capacity load ratios are calculated using the space inventory and District enrollment.
Mrs. Horton mentioned that Jim Pierce is responsible for maintaining the computer program schematic that contains every building, room etc. on campus. Changes are recorded as they occur through either remodels or new construction.

Remaining questions where reviewed. Mrs. Horton asked various members to respond to the different questions. Question regarding off-site (study abroad and military program) facilities was asked. Mrs. Horton reported the District has no off site facilities, but mention might be made of the program at Claremont High School. Mrs. Horton reminded the committee that this is a self-study, highlight the good, denote the inadequacies and when you do denote inadequacies, if you can fulfill them write a planning agenda.

Next meeting Wednesday, December 4, 2002.

Meeting adjourned @ 10:05 a.m.