## Minutes of the WASC Steering Committee  
**January 9, 2007**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Follow-up</th>
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<tbody>
<tr>
<td><strong>Attendance</strong></td>
<td>Jeff Burroughs, Chad Compton, Paul Freebairn, Jennifer Lane, Meli Lesuma Bill Neal, Lupe Piena, Keith Roberts (Absent: Susan Barton)</td>
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<td><strong>Prayer</strong></td>
<td>Jennifer</td>
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<td><strong>Timeline</strong></td>
<td>We reviewed the current timeline addressed the need to establish writing teams. Paul recommended we add faculty focus groups as an additional calendar item to the schedule. A DVD for the EE process should also be developed.</td>
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| **EE Report** | Four writing teams will be developed, comprised of a chair and 2-3 writing members. Potential writing chairs include:  
- General Education – Randy Day  
- Program Outcomes – Steve Hancock or Troy Smith were recommended  
- Meaningful Employment/Returnability – Meli and Kim will recommend a reconstituted committee  
- L2 – Marcus Martins, as the new committee chair  
A fifth team may be needed to address the recommendations of the visiting team.  
Writing team members may include those individuals who assisted with the drafts for the Capacity and Preparatory Review Report.  
There was discussion about who should chair the Returnability Committee. Meli and Kim will recommend who should serve as members as the chair(s). Jennifer Chen and John Reeves were recommended as a member of the Returnability Committee.  
The contents of the report by the committees could address two aspects:  
- What we are doing (case study strategy)  
- What we are learning (and how we are using that information)  
Primarily Standards II (student learning) and IV (organizational learning) are addressed in the EE process. In discussing how we are a learning organization, we might also include cases regarding the faculty profile use, department reviews, in addition to those four committee areas above.  
The EE report should also respond to the proposal and what we said we were going to do in the proposal.  
The goal is to finalize the team assignments and announce the committee structure in the January 23 Steering Committee meeting and the general February faculty meeting. |  
- Keith will announce the membership of the L2 Committee.  
- The President’s Council will review the recommendations of the visiting team and address them. Others will be invited to assist in responding to these recommendations. |
| **Annual Conference** | The annual conference will be held on April 17-20 in San Jose. Bill recommended we consider topics or presentations we could make at the conference. |  
- We will review those items in Standard I for the next meeting. |
| **Worksheet for Preliminary Self-Review** | Bill redistributed the “Worksheet for Preliminary Self-Review Under the Standards” and discussed the need to finalize this document. |  
- We will review the items in “The Plan for the Educational Review” |
| **Next Meeting** | January 23                                                                 |                                                                           |