
NOT PRESENT: R. Mast, M. Viverette, D. Starling, C. Tori, J. Stroble

1. The meeting started at 2 p.m. Robin Smith moved to accept the minutes from the last meeting; Sheri Gravett seconded the motion. The minutes were approved unanimously.

2. Survey and Topic Submission Update – Kristina Cragg

Targeting specific core sections has resulted in an addition of 714 surveys submitted. That brings the total to nearly 1,300, plus additional surveys from the online form. The majority of the responses came from students with fewer responses from faculty and staff. Because the surveys were still coming in, Strategic Research and Analysis will compile the data for the committee's review by April 18.

To target greater staff participation, the survey will be presented at the COSA meeting scheduled for Tuesday, April 8th.

Jane Kinney stated that there was a positive response from faculty selected to administer the survey.

The campus drop-boxes will be collected on Monday, April 7th.

Strategic Research and Analysis will compile the data next week and have the topic suggestions out to committee members by Friday, April 18th. This will give members a week to review and select 10 topics to bring to the next meeting that they feel are worth pursuing.

3. Topic Submission Selections (April 25)–Guidelines (Attachment #1)

Mike Savoie thanked Cindy Tori and Jane Zahner for revising the topic evaluation form.
He had received several emails about pushing the submission selection date back a bit. It’s been changed to April 25 from the original date of April 18. Mike requested that committee members send him their 10 choices of topics; he will tally the results and provide a list for the Task Force meeting on April 25th.

The committee agreed that members should not rank the choices on their individual lists. Kristina Cragg will number the topics for easier discussion before she disseminates the topics on April 18th.

4. Comments or Questions

- Jane Kinney brought up that some of the people who submitted topics may not have the time or expertise to turn them into formal proposals. She suggested that that task could be assigned to the Phase II task force.

- Evaluation rubrics will be kept with the official records starting with the top 10 topic suggestions that are chosen.

The next meeting will be held on April 25th at 2 p.m. in the Student Union conference room.

5. Meeting adjourned at 2:30.

Respectfully submitted by

Victoria Wood
Accreditation Compliance