Minutes were reviewed

**Communication Plan Outline/Template:**
- Kila reviewed the draft template located on the H: drive in the College Council folder
- The group discussed Target Audience Participants
- Intro to new process will be discussed today and Brandi will draft the message

**Communication Email Content:**
- Assigned time to present their area assessments was discussed
- CC members should review the assessments prior to the meetings
- Areas should present their Assessments to the CC
- We want to assess that the institution is moving in a strategic directions
- Our opportunity to assess the mission fulfillment of the institution and provide feedback to collaborate and direct in the correct
- Brandi will forward the draft communication to CC members for review prior to sending to the institution
- Allotted time for each presentation
  - Each area needs ample time to present and be given feedback
  - Working Session rather than allotted presentation time
- Our goal is not to review each goal every year but to initially train and review in intervals
- Goals are due in May 2011
- We are going to start focusing on Learning Outcomes
- Assessment is not meant to be a performance evaluation but is for the betterment of the institution
- There is accountability if there are items identified during the Assessment process
- CC is responsible to the assessment of the institution
- Brandi’s position is the Accreditation Liaison and will assess the Assessment

**Assessment sub-groups excluding Daniel and Brandi:**

- **Group 1**
  - Janice, Art, Mike
- **Group 2:**
  - Jennifer, Suzanne, Joan
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Group 5: Sarah, Gary, Wyatt
Group 4: Steve, Kevin, Jeff
Group 5: Russ, Kila, Winnie

-September 28th to November 23rd 4 Assessments out of 8 due to CC
  -Breaking the CC up into subgroups to assess areas and discuss the reviews in the CC
  -Reviewing last year’s Assessments and goals for this year

Diversity
  -Suzanne would be interested in heading a Diversity Taskforce
  -Current diversity components were discussed
  -Fee Waivers are broken out into the different types
    -Seniors, Veterans, Native American, etc
  -Fee Waivers are more about access than diversity

Miscellaneous Items:
  -Mike Ceartin brought up concerns from the Facilities Safety Committee about the Lab Assistant
duties and that we don’t have anyone in the position; concern that chemicals may become disorganized
    -A Work Study is currently in the area
    -Faculty have responsibility for proper use of the chemicals as well as a facilities component
    -Brandi and Kila asked Mike to contact him if there are specific concerns that they can address

Action Items:
  -Brandi will forward the draft communication email to CC members for review
  -Kila will update the Communication Plan
  -Janice and Brandi will work on the Assessment Review form
  -Daniel, Russ, Mike and Brandi will ensure that all assessments are in and will assign them to
the subgroups

Meeting adjourned