## **ACTION ITEMS**

 Consider Approval of Agenda All approved as is. David Beymer

Consider Approval of Minutes of <u>February 3, 2020</u>
 MOTI ONED (Lofman), Seconded (Wright), unanimously approved.

David Beymer

David Beymer

- 3. Consider <u>Proposed Timeline and Due Date</u>; Term of Service for faculty members (Academic Senate discussion)
  - a) MOTI ONED (Jalomo), Seconded (Ho), unanimously approved to move forward with draft timeline with changes to due dates.
    - Mr. Beymer reviewed the draft timeline and due dates. Dr. Jalomo stated that he was concerned about the timing, as we usually have two readings with the Board of Trustees. Mr. Hooper stated that he supports submission of our draft earlier rather than later, as we ran into last minute issues with our ISER. This allows time to make revisions, etc. Mr. Beymer advised that we can change the due date to accommodate a second reading for the Board of Trustees. Mr. Beymer will work with Dr. Wilkinson on the updated timeline and will share with our members next month.
  - b) MOTIONED (Lofman), Seconded (Ho), unanimously approved to move forward with change in terms of service. Handbook revision will be brought forward for action at our next meeting.
    - Ms. Storm shared that she does not recall any opposition from Academic Senate regarding the term of service for faculty members. Mr. Beymer reminded everyone that our council handbook states if you are on the council as a co-chair of Standards, you remain a member until the next ISER.
    - Dr. Lofman made a motion that the handbook be revised to include language specifying membership terms according to the responsibilities of completing the midterm report and the faculty

terms of service will be timed so that each serves for half of the accreditation cycle. The first term runs from the beginning of the accreditation cycle to the submission of the midterm report. The second term will start at that point and run thro

participants in the writing process. New faculty should be brought in at least six months ht modified her motion as follows:

Dr. Lofman stated that he would like to stay with his motion, which had been seconded by Ms. Ho. Members agreed, and voted. Mr. Beymer and Dr. Wilkinson will work on the wording for terms of service for our handbook, and will bring the item back to be considered for approval at our next meeting.

## INFORMATION/DISCUSSION/PRESENTATIONS

- Link to Shared Drive for Contributors
   David Beymer
   Mr. Beymer stated that there is a shared drive created; currently, he and Mr. Hooper are the only ones with access at this time.
- 2. Recommendation: Library Services at other sites

  Dr. Jalomo shared that he and Dr. Sachiko Matsunaga are the co-chairs of this group. Dr. Wilkinson will bring Dr. Matsunaga up to speed on this recommendation.
- 3. Recommendation: Technology Plan

## 6. QFE # 3: Career Placement

Cathryn Wilkinson

## OTHER ITEMS/BRIEF ANNOUNCEMENTS

- New Accreditation Basics Course (On-line)
   New members must complete the course and email their certificate of completion to Dina at dhayashi@hartnell.edu.
- 2. Order to Shelter in Place.
- 3. invitations sent to the trichairs of the QFEs and Recommendations most of the invitations have been accepted.

NEXT MEETING(S) May 18, 2020

MOTION TO ADJOURN

Cathryn Wilkinson/ David Beymer

Meeting adjourned at 3:54 p.m.