

**Advisory Committee for the
Office of Accountability, Efficiency, and Effectiveness
11 March 2010
CVCC Foundation/Trustee Boardroom
2:30p.m.**

Meeting Minutes

Present: Kevin Rouse (Chair), Garrett Hinshaw, Ron Valentini, Amy Bechtol
Cindy Coulter, Keith Mackie, Steve Hunt, Ken Elliott, John Enamait
Marvin Elliott, David Streater, Wes Bunch, Linda Graham, Laurie
Wegner, Cathy Bitsche

1. **Call to Order:** The meeting was called to order at 2:30p.m.
2. **Approval of Minutes:** Minutes from the previous meeting were distributed. Changes/corrections should be submitted to Kevin Rouse.
3. **Fifth-Year Interim Report to the Commission on Colleges:** Kevin distributed a draft copy of the Abbreviated Compliance Certification including narrative submissions by committee members. The group discussed the document, stopping at Comprehensive Standard 3.3.1. Discussion will continue during the next meeting.

Some general advice was given in terms of the writing of the narratives for the Abbreviated Compliance Certification:

1. As far as documentation, it is best to triangulate on each point. Use as much documentation as possible to demonstrate compliance.
2. Tie in your narratives with the Strategic Plan and Mission Statement as much as possible.
3. Show how you are using data from the institutional assessment process to improve your area.
4. Be cleverly honest about shortcomings. Admit faults and always indicate (with appropriate documentation) how we have fixed them or what we are planning to do to fix them. Tie in assessment process.

Narrative drafts were due at this meeting. If you haven't yet, please forward a digital copy of what you've written to Kevin as soon as possible so that he can include it in the working draft.

4. **Adjournment/Next Meeting:** The meeting was adjourned at 3:30pm. The next meeting will be 25 March 2010 at 2:30p.m.