Accreditation Standard IV Committee Meeting Notes  
Tuesday, October 26, 2010

Attending: Barram, Booye, Chenoweth, Cook, Cole, Ghamrawi, Gough, Haynes, Lee-Klawender, Marquez, Patlan, Pereida, Reza, Russaw, Singh, Stockwell

**Review Agenda and Notes** - There were no changes to the agenda and the notes of the 10/12 meeting.

**Sub group reports**

**Group IVA2.**
Marquez suggested clarifying the governance process chart.
Cook would like to address the governance process, as it should be, by recommending that the College Council establish a sub group to develop a handbook, which will provide a better understanding of shared governance at the college.
Recommendation - develop a template for each governance group to use to provide information.
Cook will share the Chabot Handbook with Spatafore and possible discussion with the Academic Senate. There is an Academic Senate handbook from 1991 (Marquez).
Cook would like the result to be a College Council sub group and a College Council Handbook.
Additional recommendation - include data from the college survey at the end of the year in the College Council Handbook and the process.

**Group IVA5.**
Stockwell – that College Council develop a standardized survey sub group.
Cook – include others that are involved in the Accreditation process.
Pereida – suggested a person responsible for updating the web site from each governance group, add a position to each group’s bylaws and constitution.
Stockwell - address the consensus model from Chabot as a framework to develop a handbook.
Cook – develop a template for governance groups to use for review of the governance web sites and use feedback to develop a College Council Handbook; would need a sub group.

**Future Meeting Dates & Times**
The group agreed to meet weekly on either Tuesday or Friday for one hour as writing sessions. Dates include: November 5, 9, 19, 23, 30 and December 3

**Meeting adjourned at 4:30 p.m.**