Standard IV Meeting Notes
Friday, November 5, 2010

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

**Working Meeting**

Today's meeting was mostly discussing problems with finding evidence for the B3 (Wayne & Kulwant's) section. We had some discussion about Virginia's A2 and A4 sections, since those were emailed to us. Virginia & Cynthia tentatively changed the Friday, Nov. 19 meeting to 11:00 AM because the Steering Committee meeting will be 12:30-2:00 PM that day. We could try to get the SCS conference room again, but that room doesn't provide internet access for laptops. We could arrange to get AT205 (has 36 computers), and have everyone log in with our club account.

Virginia & Cynthia suggest that all the Standard IV team members be emailed the following:

- that links to the evidence be part of the text of the self-study (per Lois' request)
- that the evaluation/analysis of each question start with a statement "The college meets this requirement." (or would a better wording be: "As shown by the above mentioned description and evidence, the college meets Standard IV. B2a.")?
- to choose a meeting date from the remaining "review" dates for all team members to review their drafts. When choosing a date, their drafts should be emailed to Virginia by 4? days before the meeting.

The remaining meeting dates are:

Tuesday, November 9 (note: since it's only a few days away, we'll review Stacey’s IVA3 and Virginia's IVA2 & IVA4)