1. Discussion/Approval of New College Goals
A draft revision of the college philosophy, mission statement and goals was made last spring. The revisions are minor except for the goals. They have been reduced from seven (7) to three (3). This revision was not finalized. L. Milke presented a copy of the revision to the membership. It was decided to adopt the revision and submit it to the college council on Thursday, July 18, 2002 as a notice motion.

2. Possible Improvements to Request for Funds Over Base Procedures
L. Milke suggested that the committee look into making the process easier. A change to the form was suggested. Discussion on how to change the form led to several suggestions. e.g., separate sheets for budget line items, clarification of goals and better explanation of each segment.

3. Formation of Task Force for Revisions of Current Form
In order to implement the changes in the forms, a task force needs to be developed. This task force will consist of Mary Lou Mendoza, Guadalupe Jara and Barbara Kerwin. The new form must be completed by November in order to be ready for the rush of request.

4. Other Improvements to Procedures
There needs to be a better communication process to let the campus know status of requests. The current format for goals and objectives is in Q-Builder. But, Q-Builder is difficult to write. There is interest in having the initiators write their own goals and objectives. Dr. Barrera suggested that we have workshops to educate the initiators on goal and objective writing.

Success indicators are not being reviewed. Without Q-Builder the evaluation on success indicators is difficult. The hold up on implementation of Q-Builder is a
staffing issue.

The scoring criteria are adequate. It is straight from Q-Builder and will be more effective when Q-Builder is implemented. It was discussed and decided to provide requestors with general criteria for ranking.

NEXT MEETING
The next meeting of the Assessment & Planning Committee will be Wednesday, September 19, 2002 at 1:00 p.m. in Campus Center, room 4.