

CC Minutes
Wednesday, November 8, 2017
AS-125 Conference Room
2:00-3:15pm

Members Present: Barnes, N.; Boyer, S.; Brocato, J.; Cail, K.; Di Santo, A.; Engberg, K.; Freeseemann, K.; Nobles, M.; Miles, E. (for Hamada, L); Yamagiwa, C.; Ketola, J.; Hernandez, R.

Guests: Misty Sawatzky

- I. Call to Order: 2:10pm
- II. Approval of Agenda
- III. Introductions
 - Guest Rocio Hernandez, Student Representative from UROP.
 - Guest Jarline Ketola, Associate Professor, Nursing.
- IV. Approval of Minutes from October 2017
- V. Review of Focus Group Status
 - Misty updated the committee on Focus Groups for Students – one is scheduled for 11/13. Misty will provide a print and electronic flyer with additional focus group dates/times/locations to committee members. Student representatives suggested contacting the advising centers and student organizations via ASI to recruit student participants.
 - Student focus groups will occur in Nov/Dec; faculty and staff focus groups will most likely take place in early Spring 2018
 - Mia Nobles volunteered to inform the Lecturer faculty council re: faculty focus groups.
 - Kathleen Engberg volunteered to inform Staff council re: staff focus groups.
 - Jo Brocato will talk to the CHHS faculty council and Nielan Barnes will talk to the CLA faculty council re: focus group dates/times.
- VI. Discussed “big topic” areas for faculty and staff survey – see document from Misty and Roadshow PPT
 - Focus groups will determine which big topic areas will be included in the instruments and narrow/develop subsections.
- VII. **Announcements: The next meeting December, 13, 2017, will be conducted electronically.**
Reminder: Committee business is conducted electronically via BeachBoard. Please bring electronic device or print material to the meeting. All Committee Members are enrolled as instructors in the CCC BeachBoard organization.

Adjournment at 3:10pm.