

**CCC Meeting**  
**Monday, December 9, 2013**  
**11:00am-12:20pm**  
**34-150**

**Chair report & review of notes from October meeting** (25 minutes)

Joel Castellaw

NOTE: this report may be deferred to later in the meeting to accommodate reports and discussion with guests

P&RC updates: Updates on allocation of lapsed salary money; re-stenciling of Staff parking spaces and eventual re-stripping; respecting the intent of extra Staff parking permits; changeover to Windows 7 means XP is going away; Bonnie Ripley's role as the research liaison for Program Review/turn to Chris Hill for all other research support needs.

Institutional Effectiveness Council updates: College Mission Statement is under review and may be tweaked slightly or may be given a more substantial re-write in Spring; Annual College Planning Forum date set for March 14, 2014.

Enrollment Strategies: Hasn't met yet this semester; will meet Friday, Dec. 13 1:30-2:30; I have a doctor's appointment I am trying to re-schedule; anyone available to attend as a back-up if I can't re-schedule the appointment

Miscellaneous: Update on new test scoring machines

Review of notes from October meeting

Review of important dates

***Discussion items for today***

- Review and discussion of Design Standards Draft (45 minutes) Tim Flood
- VPAA corner: Topics TBA (10 minutes) Katrina VanderWoude
- Reminder from AFT about RAF meeting (5 minutes) Judd Curran

***Items for future meetings:***

- Modifications of Major
- Threat assessment process
- IT updates
- Supporting the assessment center in helping to proctor make-up exams [sent post-meeting by Susan Working and not actually listed on the agenda used on 12/9]
- Budgeting nuts & bolts: where does \$ come from and how do we budget?
- Review of the CCC charge and composition

***Important dates:***

Dec. 18 – Instructor grade deadline

TBA – Distribution of and due date for Summer Line Sheets

March 14 – Annual College Planning Forum

