1. Minutes from meeting on September 20 were approved with revisions.

2. Co-chairs Report: The Steering Committee (D. Berz, S. Sexton & L. Umbdenstock) have been meeting every week. The meetings are usually Mondays at 7:30 am in D. Berz’s office. All are welcome to attend. Members were encouraged to email the co-chairs anything that they want to discuss at the Steering Committee meetings.

3. Task Forces:
   a. Program Plan and Review – D. Morse suggested that we incorporate the members of the existing task force on program review into this new one. He will send the list to the CPC co-chairs. One of the structures that the current program review task force is exploring is to connect the program review process to the goals of the Educational Master Plan and do it on a yearly but rotating basis. All the departments/areas in a school would work on the same goal (i.e., LRTT would work in Learning goal).
   b. Technology – members of the new task force are the ones from the previous Technology Planning Committee. C. Villa suggested that the Dean of Admissions should be connected to the task force, but D. Berz said that the task forces are expected to bring in anyone who can be resource for the group. He suggested that a “standard sentence” should be added to all the charges to remind the task forces that people with areas of expertise should be consulted/invited to their meetings. K. Hillman wanted to align the terms used by CPC and Curriculum Committee for “technical advisors” or “resource specialist.”
   c. The members discussed holding leadership training for the new co-chairs of the task forces, as well as the members, so that everyone knew their roles and what was expected of them. L. Umbdenstock stated everyone that in the previous planning model, training was provided, but perhaps a more formal process, i.e. “Certified Leadership Training” was needed. D. Berz also wanted to add Classified reps to all the task forces for more inclusiveness. An ASB rep should also be added to the Distance Learning Plan Task Force. Asking part-time faculty to serve would be difficult due to their schedules.

4. Status of Scope and Coordination Issues
   a. Enrollment Management – there was a discussion on the status of the many subgroups. There was an oversight group but nothing was accomplished. Communication is needed from oversight committee.
   b. Basic Skills – Task Force was supposed to report to IPC, but now the plan should be presented to CPC. The Basic Skills Plan needs to be approved by both the CPC and the Academic Senate. There will be colloquia on the Basic Skills Plan. CPC co-chairs will meet with the Basic Skills Task Force co-chairs.