Present: Eva Bagg, Sigrid Sexton, Phyllis Arias, Lou Anne Bynum, Hurtie Chukwudire, Cathy Crane, John Downey, Ann-Marie Gabel, Shauna Hagemann, April Juarez, Peter Knapp, David Morse, Maria Narvaez, Vincent Riojas, Kevin Ryan, Natalia Schroeder, DeWayne Sheaffer, Leticia Suarez, Chris Villa, Joan Zuckerman

Absent/Excused: Don Berz, Byron Breland, Rose DelGaudio, Daniel Reich

1. Co-Chairs’ Report
   - Summary Notes from Jan. 22 were approved.
   - The CPC welcomed Hurtie Chukwudire who will be the AFT rep while A. Costa is on leave.

2. Accreditation Recommendations – President Oakley sent out a college-wide email yesterday re the final report of the Evaluation Team and ACCJC’s action to put LBCC on warning. There were 5 other colleges that ACCJC also put on warning. The major items we have to address are SLOs and Program Review. E. Bagg stressed that we must get this warning behind us and that disagreements/debate cannot hinder the process or direction of work. By October 15th, we must have an assessment plan for SLOs that shows how we will meet the “Proficiency” level of the ACCJC Rubric. The initial focus will be primarily on the instructional and student services SLOs; administrative unit SLOs will be addressed in Program Review.

3. TracDat Demo – There was a lengthy discussion re TracDat. Many members felt that TracDat seemed to have all the elements we want and that it is flexible enough to meet our needs. D. Morse stated that he does not object to TracDat itself, but that the software should not drive the process; the process should be in place before the software. L. Suarez felt that there could be a parallel process going on – developing the process while at the same time working with TracDat. Many felt that we did not have the time to defer this decision. A. Juarez reminded the committee that along with the software, there must be a programmer dedicated to it. A. Gabel also stated that it might take a few months just to get the software anyway because if the cost is greater than $75K, it has to go out to bid. According to figures TracDat submitted to the Program Plan/ Program Review Task Force, TracDat is under that amount. It was suggested that we ask Mt. SAC to present how they use TracDat so that the committee has more information before making a decision. M. Narvaez will contact Mt. SAC to try and set it up. For the meantime, the decision to buy TracDat has been deferred.

4. Program Plan/ Review Implementation Team – After some discussion, the CPC approved the charge and membership for the Program Plan/ Review Implementation Team. A workplan needs to be submitted to the CPC by March 15th.

   Program definition and the link to SLOs need to be discussed at a future meeting. This topic has also come up in hiring priorities.

5. Distance Learning Plan Oversight Task Force – The CPC approved the charge and membership for the Distance Learning Plan Oversight Task Force.