

ACCREDITATION TASK FORCE

Friday, April 7, 2006

2:00 p.m., North Lounge

NOTES

Present: J.Harmon, K.Wagman, J.Keeler, K.Miller, C.Scattini, L.Jennings, V.Martinez, J.Sandow, M.Soaes, L.Lockhart, L.McKean

Ken thanked the standard team members for their hard work. Standard III B (Physical Resources), second draft is due April 24. Joe distributed revised copies of page 2 and 3 of the report. It was agreed that the report should not include equipment inside classrooms; that is included in other standards.

Task Force members gave input and will also email it to Joe.

**Verbal input given, also to be emailed by task force to team
III B Physical Resources**

Page	Text	Input
1	Daily and Weekly safety walks of the buildings and grounds by the maintenance, Custodial, and Grounds Departments.	Include evidence
4	Unsafe conditions at any of the Gavilan College sites are reported to the Safety Coordinator.	Give background and explain role of coordinator.
5	Computers from the labs should be recycled for use as faculty/staff computers, if possible.	Include in evaluation and/or plan
6	How does the institution consider the needs of programs and services when planning its buildings?	Include equipment outside the classroom and library but include items not covered elsewhere such as library air conditioning and copier, focus on input gathered for Measure E renovations, reference schedule and architect master plan
6	How does the institution assure access to its facilities?	Include ADA requirements, reference ADA plan and include off sites and airports as well as any plans, consider adding to plan change to 16-week schedule for more effective use of facilities, reference block schedule and standardization of classroom space
8	A series of committees (Binder 3, section 7) make suggestions that are forwarded to the president/Superintendent and the president's Council composed of representatives from all constituent groups on campus.	Specify what committees throughout
8	What elements comprise the definition of "total cost of ownership" the institution uses when making decisions about facilities and equipment?	Expand, give/cite source(s), talk about the bond
9	How do planning processes ensure that capital project support college goals? How effectively is long range capital planning helping the college achieve improvement goals?	Address capital projects funded by bonds and now paid, expand on the planning process
10	Evaluation/Plan	Who determines intensity of what to repair first, is there a prioritization plan for replacing copiers, chairs etc, focus on the work and role of the, Safety, Facilities and Grounds Committee, focus on the beauty of the campus

