

Recommendation # XXX

In order to meet standards, the team recommends that the college...

A. Statement on the recommendation section preparation

- Describe the process of this report piece's preparation
- Identify those who were involved in its preparation, review, and approval.

B. Resolution

- Describe steps taken here (since August 2010) to meet the recommendations.
- Should include the specifics – dates, committee names, responsible parties, etc. where appropriate.
- Cite all evidence –noting as “Appendix A, B, C, etc.”

C. Analysis of the results achieved to date

- Write thorough analysis here.
- Cite all evidence –noting as “Appendix A, B, C, etc.”

D. Evidence of the results

- Cite all evidence –noting as “Appendix A, B, C, etc.”

E. Additional Plan Developed

- Responsible person(s), committee(s)
- Timeline for various milestones
- Proposed Action Steps
- Methods for Evaluation

Appendix 1

Sample

College Council

College Council Meeting

February 12, 2009

3:00-4:00 P.M. AC 108

Meeting Summary

Members Present:

Yolanda Bellissimo, Bernie Blackman (Staff Resource), Nick Chang, V-Anne Chernock (Staff Resource) Chris Edmondson, Al Harrison, Andrea Hunter, Kathleen Kirkpatrick (Staff Resource), Todd McCleary, Len Pullan, Becky Reetz, Cassandra Salisbury-Luiz, Francis White (Chair) and Barbara David (Staff Resource)

Members Absent: Jon Gudmundsson (ex-officio)

Agenda:

1. Review/revise/approve Agenda
2. Approve CC Meeting Minutes of 12-4-09
3. Educational Master Plan (EMP)
4. BP/AP Revision Project
5. CIP Report
6. Board of Trustees
7. Constituent Reports
8. Meeting Wrap Up

Minute