

*DRAFT*

**Evaluation Task Force**

**Minutes**

**February 19, 2007**

**2:30 p.m.**

**West – 9-222**

**Members Present:**

Nick Bekas, Helen Clarke, Tom Byrnes, Susan Kelley, Silvia Zapico, Maryke Lee, Becky Gallup, David Rogers

**Welcome and Introductions**

Tom Byrnes facilitated the meeting, and asked the members of the task force to introduce themselves.

**Minutes of November 13 Meeting**

The minutes of the November 13, 2006 meeting were approved.

**Report on Evaluation of Data and Situational/Needs Analysis Task Force**

Susan Kelley reported that the Data and Situational/Needs Analysis Task Force conducted a self-evaluation, using a modified version of the list of evaluation questions provided by the Evaluation Task Force. The questions were modified by the evaluation team of Nick Bekas, Jovan Trpovski, Fitzroy Farquharson, and Susan Kelley. After the Task Force approves the written report, it will be shared with the Evaluation Task Force.

**Finalizing the Evaluation Plan**

The Task Force approved by consensus the revised Evaluation Plan developed at the November 13, 2006 meeting, including an added introduction.

**Reports from Teams Addressing Evaluation of Task Force Work**

Each team reported on recent and/or planned work, as follows:

Design team – This team is working on developing criteria for evaluating the Evaluation Task Force work and generating questions to evaluate the entire planning process. Members are Nick Bekas, Tom Byrnes, Becky Gallup, Maryke Lee, Paul Licata, Julie Phelps, and Silvia Zapico.

Communications Evaluation team – Helen Clarke, Jeffery Donley, and Marie Martin are assisting the Communications Task Force in customizing the task force evaluation questions for use by the Communications Task Force later in the year as its work concludes.

Vision, Values, and Mission Evaluation team – Toni DeMaglio. It was noted that additional volunteers are needed for this team which will customize the task force evaluation questions for use by the Vision, Values, and Mission Task Force. Also, after the revised Vision, Values, and Mission statements are completed, the team will need to assist in evaluating those statements as the work product of this group.

Strategies, Goals, and Objectives Task Force – It was reported that this task force will be formed after the Big Meeting, and a team will need to be formed to assist in customizing the evaluation questions to the work of this group. This will be done in late Spring or early Summer.

### **Report to the College Planning Committee**

Susan Kelley will work with Tom Byrnes on a draft task force report to the College Planning Committee to be delivered at its March 26 meeting, sharing the evaluation work done to date.

### **Review of Time Line for the Task Force's Work**

The task force reviewed the draft time line for its work included in the minutes of the November 13 meeting.

### **Task Force Meeting Dates**

The next meeting of the Task Force was set for March 19, 2007. All meeting dates for 2007 have been sent to the members as Groupwise appointments.

## **EVALUATION TASK FORCE MEETING SCHEDULE FOR 2007**

January – No meeting

February 19, 2007 – West Campus 9-222 – 2:30 to 4:30

March 19, 2007 – East Campus 3-113– 2:30 to 4:30

April 16, 2007 – West Campus 9-222– 2:30 to 4:30

June 18, 2007 – East Campus 3-113– 2:30 to 4:30

July 16, 2007 – West Campus HSB-211– 2:30 to 4:30

September 17, 2007 – East Campus 3-113– 2:30 to 4:30

October 15, 2007 – West Campus HSB-211– 2:30 to 4:30

November 19, 2007 – East Campus 3-113– 2:30 to 4:30