**Open Pathways Core Team Meeting Minutes – May 10, 2016 – A113**

**Attendees:** Randy Thode, Charles Perkins, Cathie Oshiro, Robin Garrett, Jo Harrington, Brenda Moreno, Myrna Perkins and Angie Hicks

**Approval of Minutes:** Yes

**Reports:**

The meeting opened by revisiting the Action Items from the last meeting. Randy Thode is still in the process of renaming the General Education Outcomes. Jo H. confirmed that he is still planning to do a presentation at Faculty Days. Also, the Assessment textbooks were ordered and have been received.

The committee also discussed the items referenced by Jo and Myrna and informed the group that the documents are now located under Barton Planning-Resources on the webpage.

The team suggested that the link for Mission/Vision be located on the ‘About’ page instead.

Charles also spoke about the creation of an Accreditation webpage and asked for input relating to the desired appearance of the page. He recommended having a ‘pretty’ Accreditation page on the external site, but also keeping up a behind-the-scenes working page on the internal site. Charles shared an overview of the difference between creating an Accreditation page in Drupal vs Muse. Jo and Randy will review and decide.

Another topic of discussion was Barton’s current Mission Statement. It was suggested that we consider following the lead of other community college’s and provide greater detail to our Mission Statement.

Charles also informed the team that the Ends have been updated across all web areas.

Cathie spoke on the topic of referencing, and stated that the citing process is difficult. She is required to cite the exact version, page, etc. that is being referenced. She would like to see the source being cited linked directly to the policy – not connected to other information. This prompted discussion about having an actual policy/procedure manual link – a complete book. Charles stated that there are book software programs available that would enable us to achieve this goal. Acrobat DC does not have this functionality.

Randy then addressed the topic of the current Assessment timeline. He believes that we could continue on with the current timeline already in place. However, we need to consider/prepare the campus for when HLC actually comes on campus and starts asking questions related to our processes. With this new consideration, Randy and Cathie are discussing a few alterations to the timeline. They are proposing adjusting this process to allow for a little more prep time with Myrna and faculty. By allowing this additional time/review by the greater mass, we may actually be able to strengthen our reporting to HLC. It was also recommended that we review the 2012 report to see what we have implemented since that time period. Randy fears that moving forward with the current timeline may cause people to back-off/stop working on the review process. Consequently, an early finish could potentially negatively affect our efforts because the information would not be fresh in people’s minds. Cathie presented a handout with alterations to the current timeline. The timeline presented was in a ‘rolling’ format.

Dr. Garrett also touched on the topic of Advisory Boards. She proposed possibly creating a separate webpage strictly for Advisory Board information. This page could provide a video/overview of the responsibilities of serving on a Board, and might also include a link to each Board at BCC.

**Action Items:**

Charles is going to do some research relating to book software programs. He will work with Brandon to see what programs are available that could help ease the difficulties being conveyed (locating specific policies/procedures). The desired functionality of this software would be to keep a ‘live’ version of up-to-date policies and procedures.

Jo and Randy will decide whether to use Muse or Drupal for Accreditation Site.

Charles will contact Samantha about putting Mission/Vision on About page with a direct link.

Cathie recommended making the meetings 2-hour work sessions. This would change the structure of the meetings to include only the members working on that particular area to attend. Charles asked Angie to change the meetings to 2 hour sessions.

Cathie/Randy will continue to work on a new timeline.