

**ARSC Meeting Minutes  
February 7, 2007**

Present: Sue Foley (SF), Rose Bruce (RB), Eduardo Ochoa (EO), Elaine Sundberg (ES), Carol Blackshire-Belay (CB-B), Andy Wallace (AW), Beez Schell (BS), Katharyn Crabbe (KC), Melissa Vandever (MV)

Absent: Cathy Kroll, Scott Miller, Nadir Vissanjy, Andy Merrifield, Stephanie Dyer, Larry Furukawa-Schlereth, Maryann Nickel, Barbara Butler

EO called the meeting to order. ES outlined the following agenda:

Setting the agenda/activities for the Spring Semester

Discussion of committee membership

Plan for reviewing the CFR work of the Faculty Associates

Plan for keeping minutes/notes of meetings

**Setting the agenda/activities for Spring/semester:**

March meeting will be a review of Standards 2 and 3 (work done by AW and BS).

April meeting will be a review of Standards 1 & 4 (work done by Diana Grant (DG)).

May meeting will be a review of the first draft of the reflective essays that have been completed.

**Discussion of committee membership:**

Two members of the committee, Scott Miller (SM) and Cathy Kroll (CK), are unable to attend this spring because of conflicting class schedules. Also, Co-Chair Andy Merrifield has missed several meetings. EO indicated that he would consult with Co-Chair Merrifield regarding his attendance at ARSC.

**Plan for reviewing CFR work of the Faculty Associates:**

Discussion of how the work ought to be distributed. Should individual members of ARSC review particular standards or should all members review everything? It was decided that the documents would be sent out via email to all of the membership at least one week in advance of the next ARSC meeting. All members will be asked to review all of the standards while paying particular attention to the CFRs that are in their areas of expertise. At this point, we should not be worrying about "stylistic" issues, but rather about substance: Is the evidence sufficient? Is there evidence that is missing? Do we adequately address and meet each CFR?

**Plan for keeping minutes/notes of ARSC meetings:**

ES confessed that she has been unable to keep up on the minute-taking task. It's difficult to be involved in running the meeting and also keeping accurate notes. It was decided that the notetaking function will rotate to different members of the committee each month.

Sue Foley volunteered to take next month's meeting.

Next meeting: Wednesday, March 21, 2007 from 4-6 pm.

Submitted by Elaine Sundberg, 3/21/07