

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**4/30/98 HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook (chair)  
Ed Cossette (Editor)  
Mary Lou Crowl  
Ron Forner (Secretary)  
Judy Hernandez  
Bill Mareth (liason)  
Laura Parr  
Mike Wood

**Not Attending:**

Carl Yowell

**Items of Business:**

**Introduction of committee members:**

Committee members were introduced. Editor (Ed Cossette) and Secretary (Ron Forner) were chosen.

**Handouts:**

The handouts distributed included:  
SACS Criteria for Accreditation Booklet- Computer Resources and Services  
Addendum to the 1996 Edition of the Criteria for Accreditation  
1990 Self-Study – Section 5.3, Information Technology, Resources and Services  
Orientation for principal self-study committees

**Orientation of Committee:**

A PowerPoint presentation on SACS and the tasks of the principal self-study committees was presented and discussed.

**Discussion of Must and Should statements:**

The committee then discussed the must and should statements for their section of the self-study. Initial discussions of information needed to evaluate compliance with the must and should statements was discussed.

**Questions for Survey:**

The need to compile questions for the SACS surveys was discussed. Each committee member agreed to produce survey questions for the next meeting. Questions will be provided to the secretary (no later than 5/7) who will compile them for the next meeting.

**Next Meeting:**

Monday, May 11, 1998, Heritage Hall 104.  
Agenda will include: review of survey questions to be submitted to the Steering Committee.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**5/11/98 1:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook (chair)  
Ed Cossette (Editor)  
Mary Lou Crowl  
Ron Forner (Secretary)  
Judy Hernandez  
Bill Mareth (liason)  
Laura Parr  
Mike Wood  
Carl Yowell

**Not Attending:**

**Items of Business:**

**Discussion of SACS Survey questions:**

Committee members were provided with the compiled questions by Ron Forner. The committee discussed which questions should be directed toward students, faculty, administrators, and regents. Question wording was discussed along with addition or deletion of questions. The questions were keyed to the must and should statements.

**Committee Assignments:**

Each committee member was assigned different must and should statements to make sure that there would be information from the survey to assess compliance. Each member will edit existing questions for each must and should statement and create any new needed questions.

**Next Meeting:**

June 4, 1998, 1:00 PM, Heritage Hall 104.

Agenda will include: further review of survey questions to be submitted to the Steering Committee.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**6/4/98 1:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook (chair)  
Ed Cossette (Editor)  
Mary Lou Crowl  
Ron Forner (Secretary)  
Judy Hernandez  
Mike Wood  
Carl Yowell

**Not Attending:**

Laura Parr

**Items of Business:**

**Discussion of SACS Survey questions:**

Each committee member presented the edited questions for a must and should statement. All members discussed and debated the questions. Initial decisions about which questions were appropriate for students, faculty, administrators, and regents were made. The wording of questions was further debated.

**Committee Assignments:**

Each committee member is to rewrite the questions for their must and should statement and will provide the chair with the edited questions by 6/11. The chair will distribute a compiled listing of questions to all committee members prior to the next meeting.

**Next Meeting:**

June 18, 1998, 1:00 PM, Heritage Hall 104.

Agenda will include: further review of survey questions to be submitted to the Steering Committee.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**6/18/98 1:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook (chair)  
Ed Cossette (Editor)  
Mary Lou Crowl  
Ron Forner (Secretary)  
Judy Hernandez  
Mike Wood  
Carl Yowell

**Not Attending:**

Laura Parr

**Items of Business:**

**Discussion of SACS Survey questions:**

Each member presented their questions and the committee systematically reviewed all questions and their inclusion in the questionnaires for each group. The changes will again be made by committee members and provided to the chair for compilation and submission to members for final review before the next meeting.

**Committee Assignments:**

Each committee member is to rewrite the questions for their must and should statement and will provide the chair with the edited questions by 6/25. The chair will distribute a compiled listing of questions to all committee members prior to the next meeting.

**Next Meeting:**

July 7, 1998, 1:00 PM, Heritage Hall 104.

Agenda will include: final review of survey questions to be submitted to the Steering Committee.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**7/7/98 1:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Ron Forner  
Judy Hernandez  
Carl Yowell

**Not Attending:**

Laura Parr  
Ed Cossette  
Mary Lou Crowl  
Mike Wood

**Items of Business:**

**Discussion of SACS Survey questions:**

The lists of questions for each survey group was finalized. A few wording changes were made. Non-attending committee members had provided the chair with comments, revisions, and suggestions. The chair will provide the lists of questions to the Steering committee.

**Committee Assignments:**

Each committee member is to begin to work on a list of College personnel from which to gather information for each must and should statement. Work on possible questions and college documents to be gathered will begin by all committee members. The chair will communicate these assignments to non-attending members.

**Next Meeting:**

Early September 1998. Agenda will include: Assignment of must and should statements to each committee member for initial discussions of how to assess compliance.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**9/24/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Ron Forner  
Mike Wood  
Judy Hernandez  
Carl Yowell  
Mary Lou Crowl

**Not Attending:**

Laura Parr  
Ed Cossette

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

All must and should statements were discussed. Each committee member was assigned one or two statements on which to concentrate their work. Each member is to determine which college personnel need to be interviewed or provided with a questionnaire to assess compliance of the criterion. Judy Hernandez provided updates to technical support for technology by the Information Technology department.

**Committee Assignments:**

Each committee member is to begin to work on a list of College personnel from which to gather information for each must and should statement. Each committee member will work on possible questions and college documents to be gathered to assess compliance or noncompliance with their designated must/should statement. The chair will communicate these assignments to non-attending members.

**Next Meeting:**

10/1/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Development of questions for College personnel for evaluation of compliance with must/should statements.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**10/1/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Laura Parr  
Mike Wood  
Ed Cossette  
Carl Yowell

**Not Attending:**

Ron Forner  
Judy Hernandez  
Mary Lou Crowl

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

All must and should statements were discussed. The college personnel who will be interviewed or provided with a detailed questionnaire was determined. It was decided that most information will be gathered by providing College personnel, such as Vice-Presidents, Deans, and Chairpersons of instructional departments with questions to be answered and information to be provided in order to assess compliance with must and should statements. A preliminary list of questions for each position at the college was created.

**Committee Assignments:**

Committee members were assigned a position group (Deans, Departmental Chairperson, etc.). Each member will refine the questions to be asked each group member for the next meeting. The questions will be keyed to particular must/should statements. The chair will communicate these assignments to non-attending members.

**Next Meeting:**

10/8/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Refinement of questions for College personnel for evaluation of compliance with must/should statements.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**10/8/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Ron Forner  
Judy Hernandez  
Mary Lou Crowl  
Carl Yowell  
Ed Cossette  
Laura Parr  
Mike Wood

**Not Attending:**

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

Questionnaires for Vice-Presidents, Deans, Chairpersons, and other college personnel who are significantly involved with the acquisition, use, and servicing of technology at the College were finalized. These questionnaires will be distributed during the week of 10/15/1998. Laura will gather information on the development of the core curriculum concerning ways to ensure computer competency for students. Judy Hernandez will provide the committee with all current staff of the Information Technology department. A questionnaire will be developed to assess the status and needs of the department and the College from the perspective of the department.

**Committee Assignments:**

Each member of the committee will develop questions to be asked each staff member of the Information Technology department. The chair will communicate this assignment to non-attending members.

**Next Meeting:**

10/15/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Finalizing of questions for Information Technology department personnel.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**10/15/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Laura Parr  
Judy Hernandez  
Mary Lou Crowl  
Carl Yowell  
Ed Cossette

**Not Attending:**

Ron Forner  
Mike Wood

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

Questionnaires for the Information Technology department personnel were discussed. The need for special questionnaires for the Director of the department, the chairperson of the department of Computer Sciences, and the Director of Distance Learning were discussed. These personnel have extensive knowledge and responsibility over many aspects of technology use at the College. These questionnaires for the Information Technology department will be finalized at the next meeting and distributed during the week of 10/29/1998. Results of the general SACS surveys were discussed.

**Committee Assignments:**

Each member of the committee was assigned must/should statements. They are to examine the general SACS survey results for information relevant to compliance with the must/should statement. The chair will communicate this assignment to non-attending members.

**Next Meeting:**

10/22/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Finalizing of questions for additional questionnaires and discussion of general SACS survey results.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**10/22/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Laura Parr  
Judy Hernandez  
Mary Lou Crowl  
Carl Yowell  
Ed Cossette  
Mike Wood  
Ron Forner

**Not Attending:**

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

Questionnaires for the Information Technology department personnel were finalized. Questions for the special questionnaires for the Director of the department, the chairperson of the department of Computer Sciences, and the Director of Distance Learning were discussed. The questionnaires for these personnel will be finalized at the next meeting and distributed during the week of 11/5/1998. Results of the general SACS surveys were discussed. Committee members were to decide if further analyses of the Data from the general SACS questionnaires should be requested.

**Committee Assignments:**

Each member of the committee will collate and discuss survey information for their assigned must/should statements. The chair will communicate this assignment to non-attending members.

**Next Meeting:**

10/29/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Finalizing of questions for additional questionnaires and discussion of general SACS survey results.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**10/29/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Laura Parr  
Judy Hernandez  
Mary Lou Crowl  
Carl Yowell  
Ed Cossette  
Mike Wood  
Ron Forner

**Not Attending:**

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

The questionnaires for the Director of the department, the chairperson of the department of Computer Sciences, and the Director of Distance Learning were finalized. The questionnaires for these personnel will be distributed during the week of 11/5/1998. Results of the general SACS surveys were discussed and it was decided that no additional analyses are needed. No committee questionnaire responses have been received. More discussion of the meaning of the must/should statements took place. Committee members were assigned must and should statements to assess when sufficient questionnaire information becomes available. Judy Hernandez and Mary Lou Crowl are gathering information on College technology infrastructure upgrades. Carl Yowell is gathering information concerning technology training. Ed Cossette is gathering information concerning student technology skill training in the English department classes. Laura Parr presented information concerning different instructional program requirements for technology training.

**Next Meeting:**

11/12/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Discussion of committee questionnaire results.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**11/12/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Ron Forner  
Judy Hernandez  
Mike Wood  
Carl Yowell  
Ed Cossette

**Not Attending:**

Mary Lou Crowl  
Laura Parr

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

The committee questionnaire responses are beginning to be received. Committee members received copies of completed questionnaires to begin analyzing for their assigned must and should statements. Judy Hernandez and Mary Lou Crowl presented information on College technology infrastructure upgrades. Carl Yowell could find no one responsible for technology training at the College. Ed Cossette reported on the extent to which students will receive technology skill training in the English department classes (information processing and use of the Internet for research).

**Next Meeting:**

11/19/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Discussion of committee questionnaire results.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**11/19/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Laura Parr  
Judy Hernandez  
Mary Lou Crowl  
Mike Wood  
Ed Cossette

**Not Attending:**

Ron Forner  
Carl Yowell

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

The committee questionnaire responses are beginning to be received. Committee members received copies of completed questionnaires to begin analyzing for their assigned must and should statements. Judy Hernandez and Mary Lou Crowl presented information on College technology infrastructure upgrades. Carl Yowell could find no one responsible for technology training at the College. Ed Cossette reported on the extent to which students will receive technology skill training in the English department classes (information processing and use of the Internet for research).

**Next Meeting:**

12/03/1998, 2:00 PM, Heritage Hall 105. Agenda will include: Discussion of committee questionnaire results.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**12/03/98 2:00 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Laura Parr  
Judy Hernandez  
Mary Lou Crowl  
Carl Yowell  
Ed Cossette  
Mike Wood

**Not Attending:**

Ron Forner

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

Many of the committee questionnaire responses have been received. Committee members have received copies of all completed questionnaires and are analyzing them for their assigned must and should statements. It was decided that no worthy first draft could be completed for the Steering Committee for this month. The committee goal is to complete the first draft by 2/1/99.

**Committee Assignments:**

The chair will write a first draft of the introduction to our section of the report for the next meeting. Other committee members will work on first drafts of their must/should statements as they can for the next meeting.

**Next Meeting:**

January 1999, Heritage Hall 105. Agenda will include: Discussion of first drafts of assessments of must/should statements.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**1/28/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Ron Forner  
Mike Wood  
Mary Lou Crowl  
Carl Yowell  
Ed Cossette

**Not Attending:**

Judy Hernandez  
Laura Parr

**Items of Business:**

**Discussion of Assessments of Must and Should Statements:**

Committee members discussed the initial draft prepared by the chair of the introduction of the report. Information supporting compliance with must and should statements was discussed. Each member will have an initial draft of their must/should statement assessment for the next meeting.

**Committee Assignments:**

The chair will rewrite the introduction to our section of the report for the next meeting. Other committee members will work on first drafts of their must/should statements as they can for the next meeting.

**Next Meeting:**

2/4/1999, 2:45 PM, Heritage Hall 105. Agenda will include: Discussion of first drafts of assessments of must/should statements.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**2/04/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Ron Forner  
Mary Lou Crowl  
Carl Yowell  
Ed Cossette  
Mike Wood

**Not Attending:**

Judy Hernandez  
Laura Parr

**Items of Business:**

**Discussion of Rough drafts of sections of the reports:**

Committee members discussed the initial drafts prepared by members of the committee of their sections of the report. The Vice-President of Finance asked the committee to review the job description of the director of information technology. The committee decided that the specific software knowledge was too specific to Del Mar College and made it unlikely that anyone other than a Del Mar College person would qualify for the position. These recommendations were made based on feedback from committee questionnaires. It was felt that the position should emphasize planning, management, and communication skills.

**Committee Assignments:**

The committee members will refine their first drafts of their must/should statements as they can for the next meeting.

**Next Meeting:**

2/11/1999, 2:45 PM, Heritage Hall 105. Agenda will include: Committee feedback on rough draft of assessments of must/should statements.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**2/11/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Judy Hernandez  
Ron Forner  
Carl Yowell  
Laura Parr  
Mike Wood

**Not Attending:**

Mary Lou Crowl  
Ed Cossette

**Items of Business:**

**Discussion of Rough drafts of sections of the reports:**

Committee members discussed the rough draft compiled by the chair of the committee. Feedback was provided to the chair for changes to the rough draft. The chair will incorporate changes and send the rough draft to the Steering Committee.

**Next Meeting:**

3/9/1999, 2:45 PM, Heritage Hall 105. Agenda will include: Steering Committee feedback on rough draft of assessments of must/should statements.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**3/09/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Ron Forner  
Mary Lou Crowl  
Laura Parr  
Mike Wood

**Not Attending:**

Carl Yowell  
Ed Cossette  
Judy Hernandez

**Items of Business:**

**Discussion of Steering Committee responses to report:**

Committee members discussed results of the meetings with the Steering Committee concerning suggested changes in the committee's report.

Feedback was provided to the chair for changes to the report.

The chair will incorporate changes and send the amended draft to the committee for their evaluation.

**Next Meeting:**

4/6/1999, 2:45 PM, Heritage Hall 105. Agenda will include: Discussion of changes to the report.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**4/06/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Judy Hernandez  
Mary Lou Crowl  
Mike Wood  
Carl Yowell

**Not Attending:**

Ron Forner  
Ed Cossette  
Laura Parr

**Items of Business:**

**Discussion of Steering Committee responses to report:**

Committee members discussed results of the meetings with the Steering Committee concerning suggested changes in the committee's report.

Feedback was provided to the chair for changes to the report.

The chair will incorporate changes and send the amended draft to the committee for their evaluation.

**Next Meeting:**

4/22/1999, 2:45 PM, Heritage Hall 105. Agenda will include: Discussion of changes to the report.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**4/22/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Judy Hernandez  
Mary Lou Crowl  
Laura Parr  
Mike Wood  
Carl Yowell  
Ron Forner

**Not Attending:**

Ed Cossette

**Items of Business:**

**Discussion of Steering Committee responses to report:**

Committee members discussed results of the meetings with the Steering Committee concerning suggested changes in the committee's report.

Feedback was provided to the chair for changes to the report.

The chair will incorporate changes and send the amended draft to the committee for their evaluation.

**Next Meeting:**

Early June, 1999, Heritage Hall 105. Agenda will include: Discussion of changes to the report for presentation to the Steering Committee in preparation for the open forum meeting.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**6/03/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Judy Hernandez  
Mary Lou Crowl  
Laura Parr  
Mike Wood  
Carl Yowell

**Not Attending:**

Ron Forner  
Ed Cossette

**Items of Business:**

**Discussion of Steering Committee responses to report:**

Committee members discussed results of the meetings with the Steering Committee concerning suggested changes in the committee's report.

Feedback was provided to the chair for changes to the report.

The chair will incorporate changes and send the amended draft to the committee for their evaluation.

The Open Forum meeting was discussed. Handout decisions were made and style of presentation was decided.

**Next Meeting:**

6/09/1999, 2:45 PM, Heritage Hall 105. Agenda will include: Discussion of changes to the report prior to open forum meeting.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**6/09/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Judy Hernandez  
Mary Lou Crowl  
Laura Parr  
Mike Wood  
Carl Yowell

**Not Attending:**

Ron Forner  
Ed Cossette

**Items of Business:**

**Discussion of Steering Committee responses to report:**

Committee members provided feedback to the chair for changes to the report. The chair will incorporate changes and send the amended draft to the committee for their evaluation. The Open Forum meeting for general campus-wide feedback for the report was discussed. Judy Hernandez discussed the need for an integrated software package for the College and its costs. The Open Forum will be held on 6/17/99 and the final draft of the report is due to the Steering Committee on 6/30/99.

**Next Meeting:**

6/22/1999, 2:45 PM, Heritage Hall 105. Agenda will include: Discussion of changes to the report to be submitted to the Steering Committee.

Minutes prepared by Ron Forner

**MINUTES**  
**COMPUTER RESOURCES AND SERVICES**  
**6/22/99 2:45 PM HERITAGE HALL 105**

**Attendance:**

**Attending:**

John Mastenbrook  
Judy Hernandez  
Mary Lou Crowl  
Ed Cossette  
Mike Wood  
Carl Yowell

**Not Attending:**

Laura Parr

**Items of Business:**

**Discussion of Steering Committee responses to report:**

Committee members provided feedback to the chair for changes to the report after the Open Forum meeting. The chair will incorporate changes and send the amended draft to the committee for their final evaluation. The final draft of the report is due to the Steering Committee on 6/30/99.

**Next Meeting:**

No further meetings were scheduled.

Minutes prepared by Ron Forner