President O'Hearn called the meeting to order at 3:05 p.m.

1. September 1, 2004 Meeting Notes

   Professor Terri Smith Long asked about the accuracy of the figure used under Budget Committee Updates, third paragraph, related to full-time faculty obligation penalties. The meeting notes indicate that the penalty could amount to $1-2 million. That figure will be checked and changed if it is inaccurate. Meeting notes were approved.

2. Accreditation Pre-Visit Report

   President O'Hearn reported that earlier this morning he met with Dr. Jan Kehoe, President of Long Beach City College and Chair of the Accreditation Visiting Team. Kerry Stern met with Claudette Moody, the Team Assistant, to work out details and logistics.

   Dr. O'Hearn said he believed Dr. Kehoe will do an excellent job as Team Chair. This is the eighth time she has chaired an accreditation visitation, and serves as Chair of the Accrediting Commission. Not only does she have lots of accreditation experience, but she also appears very organized and efficient.

   During the pre-visit, Dr. O'Hearn said he and Dr. Kehoe discussed those things that have changed since the printing of the Self Study. Dr. O'Hearn distributed a copy of the information he shared with Dr. Kehoe and briefly reviewed it with PAC members.

   An e-mail will be distributed campuswide informing everyone of the times team members are available for open meetings and of the time/location of the exit report.

3. 2003-04 Accomplishments

   As discussed at previous PAC meetings, all councils/committees need to be accountable for what they do. A second draft of PAC accomplishments for 2003-04 was distributed at the last PAC meeting. If you have input, please forward it to either Diana Casteel or President O'Hearn. This item will be placed on the next PAC agenda for further review.

   Action Requested: Send input on 2003-04 PAC accomplishments to Diana Casteel or President O'Hearn.

4. 2020 Vision Strategic Plan

   Professor Phillip Maynard reported that on September 9, he sent out the 2001-03 Performance Improvement Plan to everyone who was listed as having a responsibility for
one or more objectives. He has since decided that it might be better to send the document out again with columns where people can simply check whether the objective has been completed, not completed, no longer relevant, or in progress. He hopes to get a response back from everyone by September 22.

**Action:** This item will be placed on the next PAC agenda for review.

6. **Other**

- Members were reminded that the next PAC meeting is scheduled during the Accreditation Visit. Since the regular meeting room will be the Accreditation “team room,” the PAC meeting will be held in the Faculty Association Conference Room. Also, President O’Hearn said members of the visiting team may want to sit in on the meeting to observe.

- Professor Long asked if a recommendation had been received from the Budget Committee regarding a law that goes into effect January 1 requiring drivers of 15-passenger vans to have a Class B drivers’ license. This will negatively affect student field trips. At this point, nothing has been received from the Budget Committee.

- Professor Long reported that the alternative calendar committee will be meeting tomorrow – the second meeting of this semester. At that meeting, they will be reviewing information Dr. Long received from Riverside Community College. Some departments on campus will be piloting the compressed calendar (16 weeks vs. 18 weeks) during the Spring semester.

- Professor Long voiced concern that an e-mail had been sent out campuswide announcing that the College would have two summer sessions in 2005 before it was officially endorsed by the faculty bargaining unit.

- Mark Fernandez said he has heard that there may be some confusion on campus related to the College committees and the need for them to determine membership terms. An e-mail will be sent to committee chairs clarifying the goal of having committee members on a three-year membership term so only one-third of a committee rotates off each year. This will allow a committee to maintain its continuity. It was also suggested that the e-mail should remind committee chairs that we will conduct our annual review in the spring and that would be the appropriate time to make recommendations for possible revisions to a committee’s purpose/function/membership.

7. **Next Meeting**

   The next meeting will be held October 6, 3:00-4:30 p.m., Faculty Association Office, Room 115 (in the Bovis Building across the street).

   The meeting adjourned at 3:35 p.m.

CCO:dc