EVALUATORS COMMITTEE

Approved Minutes
December 7, 2004

MEMBERS PRESENT
Vicki Miller, Merced College
Patricia Ramirez, Columbia College
Sylvia Rodríguez, Merced College
Kathy Smith, Columbia College
Grace Whetstone, CSU Stanislaus
Marcella Rodgers, Regional

INTRODUCTIONS
The committee members introduced themselves and shared their background information and evaluation experience. Committee members made adjustments to the committee roster and the HECCC Office staff will post at the website with changes.

APPROVAL OF MEETING CALENDAR
Those present approved the meeting calendar as proposed. The HECCC Office staff will post at the web site.

REVIEW COMMITTEE CHARGE
Rodgers reviewed the committee charge as approved by the HECCC Executive Board and Council. The committee goals are as follows:

1. Create documentation standards in the form of a training handbook for HECCC evaluators
2. Develop a communication network for HECCC evaluators
3. Facilitate regional communication between articulation officers and evaluators

TRAINING HANDBOOK DEVELOPMENT
The committee reviewed the first working draft of the HECCC Training Handbook and approved the list as a starting point. The committee made suggestions for additional training topics that Rodgers will incorporate into the outline including: Title V Regulations, CLEP, FERPA, Mechanics of evaluation, numbering system, legal issues,

Committee members will each work to forward topic detail to Miller who has volunteered to organize the incoming information for the next meeting. She will email the expanded working draft to the committee a week prior to the February 7, 2005 meeting.

The group agreed to communication through group email at the HECCC website so all committee members stay abreast of the handbook developments. They will also utilize the group email to network sharing other information related to various evaluation topics. They suggested a listserv be added to the webpage.

The group requested that the HECCC Office staff post a link to the CSU Student Academic Support links listing on the HECCC Evaluators Committee webpage. In the meantime, Rodgers will email the document as an attachment to the committee members.

Rodgers will contact Susan Fauroat to obtain UC training input for the handbook prior to the next meeting.
Smith suggested the group consider a joint purchase venture for common services such as College Source. Rodgers indicated this idea had great potential for cost savings at each institution.

The group discussed the possibility of developing a training exercise for the community college evaluators that would be accomplished prior to the planned training. The exercise would consist of a group of carefully selected electronic transcripts to be evaluated individually by each community college evaluator and submitted ahead of time. The evaluations would be used during the training to compare outcomes among the HECCC institutions. The group would gain a more clear understanding of how similar or different their evaluations are in the HECCC region.

A committee status report will be made at the January 19, 2005 HECCC Combined Executive Board and Council meeting. A final report will be presented at the June 15, 2005 meeting.

**CAMPUS REPORTS**

**CSU Stanislaus:** CSUS has two admissions evaluators and four evaluators assigned to graduation evaluations. A statewide evaluators training one day session was conducted in 2003 for evaluation of high school transcripts.

**Columbia:** Their campus of 4,000 students is working to adapt to Data Tel. Patricia Ramirez is the new evaluator who just started five days ago. She had previously worked at Columbia College in another capacity.

**Merced College:** The Merced campus has one evaluator, and one staff member who does outgoing transcript requests and certifications. The evaluator conducts breadth evaluations while the major evaluation is conducted by the division chairs.

**OTHER**

At the request of the committee, the next meeting will be a working meeting beginning at 9 am on February 7, 2005 at CSU Stanislaus in SSB 128. Agenda items for the next meeting will include: Develop detail to the existing training outline, discuss concepts for long range committee charge and agenda items for the joint meeting with the HECCC Articulation & Transfer Committee. Miller will bring a lap top and take notes. Internet access will be available next door as needed. Rodgers will bring a lap top and floor easel. The group agreed to a working lunch. Rodgers will provide a local restaurant menu and each person will pay for their lunch. The HECCC Office will provide light morning refreshments. All committee members will bring a copy of their campus catalog.

Tentative topics for the joint HECCC Articulation Officers meeting include: 2+2 agreements, reciprocity, international students, and CSU articulation agreements.

The group discussed the possibility of grant funds to support the committee's regional work. They would recommend 20 hours of regional clerical support and regional mileage reimbursement.

Respectfully Submitted,

Marcella Rodgers
HECCC Executive Director