

**SAN DIEGO MESA COLLEGE**

**Program Review Committee**

**Integration Project Subcommittee Meeting – Administrative Services**

**Agenda – Wednesday, August 13, 2008, 9:00 – 11:00 a.m.**

**LRC 208**

**AGENDA**

1. Review and Approval of July 30, 2008 Minutes
2. Review and Approval of Agenda (\*)
3. Revisit Program Review Committee Membership (\*)
  - a. How Many from Administrative Services
  - b. Who
4. Review of Revised Handbook and Year One
  - a. Revised “E. Integration of Administrative Services” (\*)
  - b. Guidelines and Form 2 (\*\*)
  - c. Introduction/Front Matter (\*\*)
  - d. Evaluation Worksheet (\*\*)
  - e. Additional Revisions for Clarity, etc.
5. Years Two – Five Revisions (\*\*)
6. Next Steps
  - a. Recommendations (\*)
  - b. Finalize Revised Handbook
  - c. Distribution
    - President’s Cabinet
    - Committee
    - Lead Writers
    - Others
7. Roundtable
8. Adjournment

YB/cp

(\*) Handouts Included with Agenda

(\*\*) Handout sent via email on August 6, 2008