**Standard 2 Annual Report 2016-2017**

Advisor: Dr. Gina Charfauros Tudela

Chair: Christine Matson

Staff: Tasi Marina Mafnas

Members:

Dr. Elizabeth Diego, Huan Hosei, Anjelica Perez, Christine B. Sison, Dr. Julie Ulloa-Heath

**Accomplishments:**

The Standard 2 Committee turned in a final draft of the Standard 2 Report in spring semester 2017. The 2015-2016 Standard 2 draft report needed additional citations to evidence and had sections that needed to be expanded. The final 2016-2017 report sections are more complete than the earlier report and contained additional evidence.

Dr. Tudela attended meetings in which we wrote as a committee. She let us know where we could find evidence or background information for that report. The most helpful resource for the overall report was Dr. Tudela’s written comments on the report. The comments helped the committee understand where we needed more details and clarity. It also helped us to find sources for evidence. Dr. Tudela’s comments were always neutral, leaving decisions about the content or the committee’s conclusions to the members. The report would not have progressed to the extent it did without Dr. Tudela’s assistance.

The committee members worked in different areas of the college, it helped to have committee members with such varied expertise. That was one of the committee’s major strengths.

**Challenges:** With the exception of the committee chair, the committee members were all administrators. They all had important time consuming responsibilities at the College. This meant that there were times that not all members could attend meetings. That also had an effect, at times, on the timely submission of sections that were ready to add to the document. They all are hard working employees with heavy workloads, so it’s understandable how that happened.

**Recommendations**:

Earlier in fall semester, more members were able to attend meetings. We worked on sections in the document as a group. That was successful, so I recommend that be done for the final document.

Dr. Tudela instructed a supervisor to give a committee member time to work on the report. That was helpful. This is far above my pay grade, but anything that can be done to give the members more time for committee work while the report is being finalized should add to the quality of the report.

I will meet with the new Standard 2 Committee Chair in the fall. There are some sections that need more evidence. I can provide or recommend additional sources of evidence. The report also needs details about additional student services areas. I’ll also be available to answer questions or provide additional information