



Meeting Information

Meeting Title: ATI Steering Committee Meeting
Location: WH-442
Meeting Called By: Committee Chair

Date: 09/20/2016
Time: 10:00 am – 11:00 am
Purpose: Begin Annual Review Process

Attendees

Checkmark “√” or “X” indicates the attendee is present.

Attendee	Representing	√
Marci Payne	IT PMO, Chair	X
Reza Boroon	IT Academic Technology	X
Bill Chang	IT Enterprise Applications	
Sally Yassine	Contracts & Procurement	X
Patricia A. Wells	Student Disability Res Center	
Robert “Will” Crawford	Bookstore	
Kate Esposito	Academic Affairs	
TBD	Faculty Affairs	
TBD	Public Affairs	
Eva Alvarado	Human Resources	X
Mitch Avila	Dean, CAH	X
Kim McNutt (Steve)	Dean, CEIE	X
Representative	ASI	

Attendee	Representing	√
Jim Hill	Academic Senate Chair	X
Naomi Moy	Faculty	X
Wei Ma	Faculty	X
Staff Support Team Members:		
JuLinda Holmes	Student Disability Res Center	X
Karrah Cunningham	Student Disability Res Center	X
Angel Covarrubias	Bookstore	
Kulong Cha	IT Web Team	X
Shon Lee	IT Web Team	X
Tak Yee Poon	IT Web Team	X

Agenda

#	Agenda Topic	Led By	Time Allotted
1	<ul style="list-style-type: none"> Welcome and Introductions 	Marci Payne	2 min.
2	<ul style="list-style-type: none"> Discuss VPAT Reviews <ul style="list-style-type: none"> http://teachingcommons.cdl.edu/access/procurement_process/vpat_review.shtml 	Marci Payne	10 min.
3	<ul style="list-style-type: none"> Review 2014-2015 Annual ATI Report: Executive Summary Assign groups for completing the 2015-2016 annual report (Due to CO 11/15) 	Marci Payne	40 min.
4	<ul style="list-style-type: none"> Discuss/Determine next meeting date 	Marci Payne	3 min.

Meeting Summary

Agenda Discussion and Decisions	
1	<ul style="list-style-type: none"> Welcome and Introductions

Agenda Discussion and Decisions	
2	<ul style="list-style-type: none"> Discuss VPAT Reviews <ul style="list-style-type: none"> http://teachingcommons.cdl.edu/access/procurement_process/vpat_review.shtml
3	<ul style="list-style-type: none"> Review 2014-2015 Annual ATI Report: Executive Summary Assign groups for completing the 2015-2016 annual report <ul style="list-style-type: none"> Instructional Materials Group: Reza, Will, Kim/Steve, Jim, Naomi, and Karrah Procurement Group: Sally, Eva, and JuLinda Web Group: Shon, Mitch, Wei, Kulong, and Tak
4	<ul style="list-style-type: none"> Discuss/Determine next meeting date: 10/10, 1pm-2pm and 11/2, 10am-11am

Action Items

#	Action Item	Date Originated	Expected Completion	Status	Assigned To
1	Assign working groups to complete the annual review	09/20/2016	11/04/2016		Groups
2					
3					
4					