Dear Standard IV Team Members,

I am recapping my understanding of the meeting we had on 11.18.14. Please correct me if I have misunderstood our action plan.

Step 1 – We create folders for each section for which we are responsible. See example below, where Andrea has created folders for each of her sections of responsibility. She and I divided between us the student and staff sections for IV.A.3., so her folders include the word Staff. Most of yours would just be labeled IV.A.1, IV.A.2, IV.A.2.a, IV.A.2.b, etc.



Step 2 - In the folders include an evidence sub-folder, and the pertinent section of the *Table for Evaluating Standard IV.*

Step 3 - For each section of the Table for Evaluating Standard IV, cite in parenthesis within the document our evidence using a notation system 01, 02, 03, etc. with a brief description of the evidence and source and location (URL) when appropriate. For example in Gilbert’s section IV.A.1, he notes under **Evidence**, The Making Decisions at Moorpark College document states, “Classified staff members are provided with opportunities to participate in the formulation and development of district and college recommendations as well as in the processes for recommendations that have or will have a significant effect on them” (01 Mission and Vision Statement pages 2 and 8-9, http://www.moorparkcollege.edu/sites/default/files/imported/assets/pdf/president/20120822\_Making\_Decisions\_at\_MC.pdf).

Step 4 – Then in Gilberts Evidence sub-folder for section IV.A.1. he would include a document entitled **01 Moorpark Mission and Vision Statement**. This document would be a word file excerpt from the *Making Decision Document* with pages 2 and 8-9.

Step 5 - If there was a pertinent Email from the Executive Vice President to the Classified Senate President that reinforced the importance of Classified Staff Members having opportunities to participate in decision-making, Gilbert would note that as follows.

(01 Mission and Vision Statement pages 2 and 8-9, <http://www.moorparkcollege.edu/sites/default/files/imported/assets/pdf/president/20120822_Making_Decisions_at_MC.pdf>; 02 Email from EVP to CSP).

In the evidence folder would be a file **02 Email from EVP to CSP** and the email would be copied an pasted into a word document. )

I hope I accurately summarized our discussion, and I welcome your feedback and corrections.

Inajane