Accreditation Steering Committee (ASC)
Approved Minutes
August 23, 2011
3:30 p.m. – 5:00 p.m.
Collins Conference Center

Attendees: Hamid Eydgahi, Joyce Ester, Nan Gomez-Heitzeberg (co-chair), Diana Kelly, Becky Mooney (co-chair), Ann Morgan, Kate Pluta (co-chair), Kirk Russell, LaMont Schiers, Renee Trujillo, Rachel Vickrey, Sue Granger-Dickson and Billy Barnes

Absentees: Bonnie Suderman, Klint Rigby, and Bernadette Towns

1. Review and approve May 10, 2011 minutes

- Minutes submitted to Nan Gomez-Heitzeberg.

2. Report on action items from May 10, 2011 meeting
- No action items to review from previous meeting.

3. Review committee charges for both ASC and SEC

The following are notes linked to the bulleted points on the ASC charge:
- Kate stated that ASC is on target for making accreditation an ongoing process.
- As for the development and integration processes for ongoing data collection (listed on the charge), concern about how and if this process is being completed. There is a place, however, in SharePoint to store the evidence and maintain leadership over the data collection. As the data comes in, need to show proof of any claims the Self Evaluation makes. Question about whose office would be the "hub" of information. It was Vickie Turney then Candice Sifuentes. Now with SharePoint, all information can be loaded to this one site where all would have access to the documentation.
- Sue stated that the assessment piece of this is missing when a representative is not present as these meetings. Nan Gomez-Heitzeberg and Hamid Eydgahi both felt that the assessment referral on the charge was directed towards assessing the data that is gathered, rather than the assessment process in general.
- Kate stated that we need to stay on task for the processes for the data collection. Link actions to specific goals? Kate felt it was referencing the college goals which will be finalized at the next College Council meeting. They go to the Senate in September. Hamid stated that the group should clarify the college goals.
- The group is not sure who is in charge of the changes to the committee charges done online. There should be a checks& balance for the information that is posted online. What is the formal process? Need to get clarity on this. Kate will check with the Senate.
- Kate covered the rest of the charge to make sure that the ASC is on schedule with some questions on the matrix process. Kate asked Ann Morgan to follow up on her notes about the matrix.
- Co-chairs, Greg & Corny along with Kate are developing a form for all the committees to report to the college community on all the work they are doing to

prevent committees from duplicating the work. This would be an overview done three times a year, the first would focus on college goals, then the second would be a midyear update, and the third would be a wrap of what was done and what will need to be done next year. This would be on one of the channels on "Inside BC" like the student clubs are posted. Bill Moseley is working on this.

- Are we accountable for our time? If you are volunteering for this process, you need to make sure that you are participating on that committee. ASC needs to track who is doing what. There should be a list of expectations of what is needed from each committee members.
- ASC has to keep the accreditation process progressing. Renee suggested that we have liaison from ASC to make sure each area is being worked on.
- Kirk wanted to know if the SEC sub-committees are meeting and Kate responded, twice a month.
- LaMont Schiers asked could the co-chairs meeting time be adjusted? Becky Mooney stated that they are alternated throughout the month.

Kate went over the SEC charge handout.
- Research is the big part. Is the evidence there to support the work stated? Documentation is not consistent in the public folders.
- Renee wanted to know will Becky Mooney be able to cover all the charges when they meet with the SEC group.
- SEC has not met all summer, so the first meeting will not produce definite responses. College Council had a mini-retreat this summer to discuss the 14 recommendations. SEC is behind on this process.
- Kate went over the SEC Subcommittees and College Standing Committees also on the handout to determine who is covering each section. Renee thinks that adding more responsibility to the co-chairs at this point is unnecessary and Kate agreed.

Kate went over the dates on the timeline handout (Updated version done in January 2011). Kate discussed due dates and where ASC stood at this time.

 4. Standing Governance Committee Co-chairs update
Nan gave an update on committees activities. Kate stated that most of the standing governance committees were represented at the retreat.

5. Annual Program Review- Update
Kate stated there was a 20-person group that worked over the summer to translate the approved proposal to fill-in forms. Ann Morgan is finalizing the forms and making sure that they have the correct links. Billy Barnes and Stephen Eaton, PRC co-chairs, are assisting Ann Morgan in this process. They will have something prepared to present to FCDC Friday, August 26th at the meeting.

6. SEC Update
Becky Mooney went over the SEC handout that was a report of activities over the summer. Amber Chiang will be writing the beginning of the BC story. There is a new template for SEC report that has been uploaded to SharePoint for all teams to

document on. Becky Mooney has been in touch with Greg Chamberlain, Nan Gomez-Heitzeberg, and Jane Harmon at the District about the uniformity of the reports being done and use of the template. Becky Mooney and Bonnie Suderman gathered information on the progress of the 14 recommendations and will be meeting Friday, August 26th, to discuss rubrics will all the co-chairs as well information needed for the upcoming Board report.

7. SharePoint update-
> **a. ASC has access: https://spt.kccd.edu/bc-accreditation/**

This is where the accreditation information is being stored. Anyone trying to access and edit the information has to do so through Internet Explorer or Foxfire. All information needed for the SEC about the 14 recommendations has been uploaded. There is a "check-in & check-out" when using the documents in SharePoint; documents cannot be in use by more than one person at a time. This is a safety feature to prevent people making changes at the same time. The group is impressed with the way Todd Coston has designed the SharePoint site.
Discussed how the folders should be accessed when the survey team arrives and setting up sub folders can be helpful when accessing the documents by section. Numbering these sub folders will also make tracking the data easier and during the documentation stages as well as the final process.
Action: Make ASC available on SharePoint. Kirk will work with Todd Coston.

8. Focus group update
Kimberly held a very informative training workshop on how the focus groups should be conducted. Becky Mooney stated that all groups need to be asked the same questions on the same topic, that way the feedback that is given will truly reflect the data that is being collected. The questioning should also be brief.

9. Survey status update
> This was briefly touched on and notes from Bonnie are on the agenda:
> Notes from Bonnie: Questions need to be in to me by the third week in September.
> They need to tell me:
> 1. What info are they trying to find by the question, and
> 2. A draft of the question.
> If we have any concerns we will contact them to clarify.
> The survey will be sent out Sept 30
> They will have 1 week to complete
> The due date is Oct 6th
> We will supply them with the resulting data. If they ask open ended questions, we will just supply the raw data and let them look for themes.

10. Survey status update
Reminder: that BOT report is due to the District by noon on September 12th.
Discussion on BOT report preparation. Need to discuss at the August 30th meeting. Is ASC including the quarterly reports in the annual report? Nan stated the need for a sub group. Sue offered to work on combining the data from 2nd & 3rd quarterly reports tomorrow. This will be part of the master document for the BOT meeting. Becky Mooney showed concern for the lack of email response by the members who are

working on their part of the 14 recommendations. Nan stated that the report should include establishment of the budget committee as well. Kirk suggested that the SharePoint also should be included in the report.

Meeting adjourned at 5:09 p.m.

Next Meeting: **Tuesday, August 30, 2011**
                      3:30 p.m. – 5:00 p.m. in Collins Conference Center