

Accreditation Steering Committee (ASC)
Unapproved Minutes
September 13, 2011
3:30 p.m. – 5:00 p.m.
Collins Conference Center

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

Absentees: Klint Rigby, Bernadette Towns, Bonnie Suderman, Billy Barnes Renee Trujillo.

1. Review and approve minutes from August 30, 2011 meeting

Minutes were sent to Kate Pluta and Nan Gomez-Heitzeberg for review and approval.

2. Report on action items

Tabled for this meeting per Kate Pluta.

3. SEC Update

Most did not attend the SEC meeting. Possible reschedule to Fridays if continued low attendance. SEC report due September 23rd. Bonnie Suderman and Rebecca Mooney will have this completed. Rebecca had the group agree to a report once a month. Diana Kelly stated that the link to SharePoint was incorrect. **Note: Correction needed on link on minutes has been corrected.** Ann Morgan didn't see the need for printing info with SharePoint. At the SEC meeting, accreditation reference page 18 in section 2A- Stephen Eaton noted that verbiage needs to be change on "computer literacy". Rebecca informed them that is a curriculum issue. Others noted several errors in BC catalog and student handbook. Bonnie Suderman is working with Dave Barnett at DO to fix placement of the handbook on the BC website. Dan O'Connor needs additional help with Recommendation 4A. Rebecca will attend the next SGA board meeting.

4. BOT accreditation report

The Board of Trustees (BOT) accreditation report was submitted on time. Adjustments made to Rubrics and condensed. Nan Gomez-Heitzeberg went over what was included in the report. The report gave a snapshot of where the ASC is in the process for Accreditation. Report will be posted electronically to be posted in SharePoint.

5. Self Evaluation editor- (job description previously emailed)

Questions: Can it be a part-time faculty member? If at .06, then there could be a problem with compensation. When would they get reassign time? December 6th through February is the time frame the editor will be working, but Rachel Vickery feels that most work will be done up to the end of the accreditation period(Summer of 2012). Full semester work will be done in a short period of time. Questions arose about the completion date of the editor? Are they getting paid for work time that they might not be doing? Rebecca Mooney suggested a bullet on the job description stating editor will be available for changes as needed throughout the semester. Nan Gomez-Heitzeberg wanted to know how would the editor show qualifications; resume? Kate Pluta went over the entire job description for feedback from ASC. **(See handout for detailed report)**

6. Survey status update

Joyce Ester stated the survey would go out to students, faculty and staff. Joyce suggested that the survey be brief to hold the attention for those completing it. The survey will be sent out September 30th; one week to complete; due date is October 6th. Bonnie Suderman & Joyce Ester will supply them with raw data for the open ended questions.

7. Student Member

SGA is in the process of interviewing for senators. No students are available during our meeting time; it conflicts with their SGA meetings Joyce Ester pointed out that some committees do not

want students on the committees. Sue Granger- Dickson asked Kate Pluta about student participation in the past for the accreditation process. Kate will further investigate this.

8. Volunteers- for subgroup to work on Integrated Program Review proposal

Kate asked for volunteers for a subgroup to work on the Integrated Program Review proposal. Kate stated not ready to move forward. The subgroup should include a representative from each study so they are represented in the proposal.

9. Problem solving request: *See agenda for suggestions by Ann Morgan*

Kate Pluta stated this will be kept on agenda

10. Collegewide Committee Report

This report will review goals from past (See handout). Will be finished next week to go to College Council and Academic Senate.

Adjourned- Next Meeting: Tuesday, September 20, 2011

3:30 p.m. – 5:00 p.m.

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