

Accreditation Steering Committee
Meeting Summary Approved
October 9, 2012
3:30 p.m. – 5:00 p.m.
Levinson 40

Attendees: Kate Pluta (co-chair), Andrea Garrison, Sue Granger-Dickson, Kirk Russell, Darren Willis, Todd Coston, Bonnie Suderman

Absent: William Barnes, Joyce Coleman, Bernadette Towns, Ann Morgan, Rachel Vickrey, Nan Gomez-Heitzeberg (co-chair),

Note taker: Darren Willis

Updates & Status Reports

1. Minutes- Meeting minutes from the previous meeting were reviewed and approved. Unapproved meeting minutes from Oct. 2011 were discovered by Kate. These minutes were reviewed for accuracy and then adopted as official.
2. Addendum to Self Evaluation—Bonnie will be adding an addendum to the self-evaluation documentation since much time has passed since the document was finished in the spring.
3. Booklets for Site Visit - Booklets explaining the accreditation site visit will be printed out and distributed to each department. An internet link will be made available to faculty wishing to review the information electronically.
4. ACCJC site visit planning (Monday, October 22—Thursday, October 25, 2012) – Bonnie reported that a small number of college committees still need to formally set their meeting time with the visiting committee. There will be four or five faculty/admin members “on call” to meet with the visiting committee members. All evidence has been printed for the visit, and has been neatly filed, ready for inspection.
5. Annual Program Review Cycle— Kate shared the update from Ann, who was not present. Thirty-nine of the 41 APRs were submitted on time, with only M&O and Food Services missing the deadline. The APRs will be evaluated and examined. Kate’s observation: “A lot of people did a lot of good work.” Plans were very detailed, and contained well-thought-out action plans.
6. Program Viability Task Force—Sue reported that the group’s first meeting was to discuss criteria for viability. It does not appear as if the members of that committee are looking at the Big Picture, in terms of what is best for the school. Items like SLOs and assessment data were voted off as criteria for analyzing programs. A student participant on the PVTf made the comment, “It seems they are more interested in job security than student success.” It was pointed out that the criteria for determining viability already exist in the BC Program Discontinuance Policy. Kate

will ask for a report from that group at the next Academic Senate meeting. Sue announced her resignation as ASC Representative on the PVTF and will send an official resignation electronically to the Academic Senate President and Kate.

7. Report on Action Items-

- a. Action Item #1- Todd Coston recommended to the ISIT committee the need to establish a common place for all committees to post their minutes, agendas, and other data. This was done previously on Public Folders. The result of this discussion was a dynamic electronic document management system put together using a Content Management System. Todd provided a sample of what the format would look like. Documentation could be uploaded via a web browser. Subscribers would receive emails when new content had been posted. An alphabetic listing of documents would be available. Discussion centered on connecting this proposed system to the Inside BC portal. Bonnie requested a connection to the Master Calendar. Andrea requested a splash page listing ALL governing committees. Todd suggested listing ALL committees but limiting access to students. Version 2 of this might include a format for persons to submit agenda items to the committee co-chairs for inclusion on future meeting agendas. The ISIT committee will be bringing this idea to the IT manager at their next meeting.

1 - ACTION ITEM: Todd will move items to SharePoint.

2 - ACTION ITEM: Todd will try to determine a Timeline for ISIT recommendation.

- b. Action Item #2- Tabled.
- c. Action Item #3- Nan will make sure AIP #2 will be updated.
- d. Action Item #4- Sue reported the 4-page draft proposal was put in, long before the Nov. 6 deadline.
- e. Action item #5- Kate suggested having a joint meeting in January. Kate will follow up with a date after conferring with Manny. Sue pointed out that the responsibility for curriculum review needs to be with faculty, not with the deans.
- f. College Committee Fall Report Summary- **No time to discuss**
- # 3 - ACTION ITEM:** Kate will put this on the agenda for the next meeting.
- g. Action Item #6- Changes to the ASC Committee Charge – adjustments and softened language.

4 - ACTION ITEM: Kirk will make modifications, and provide a clean version sans strikethroughs.

Other:

5 - ACTION ITEM: Make sure Committee Co-Chairs Listserve is accurate. Todd will make a request to Debbie on behalf of the ASC to make sure the list is up to date and accurate.

Topics for Discussion, Planning, and Implementation

1. Establish procedure for fulfilling responsibility outlined in Strategic Plan: Kate asked if any progress had been made on the strategic plan. Discussion on how realistic it was for one person to completely cover two jobs. There is a need to contact the “responsible Administrator/Champion” outlined in the plan to make sure they know what their responsibilities are.
6 - ACTION ITEM: Kate will email the parties in question, asking them for a progress update and to determine a time frame that will ensure their tasks are completed.
2. Establish procedure for ensuring progress on Actionable Improvement Plans: The only AIP with a snag is #4, STD. 3A on pg. 21 of the strategic plan. District HR needs to respond to the results of the self-evaluation survey. Bonnie suggested a face-to-face meeting with District personnel to work this out.

Items #3 and #4 tabled for future consideration.

Meeting concluded at 5:09

Next meeting Tuesday, October 23, 2012, 3:30 p.m. – 5:00 p.m. in Levan Center (note location change)