

Accreditation Steering Committee
Approved Meeting Minutes
March 5, 2013
3:30 p.m. – 5:00 p.m.
Levinson 40

Attendees: Kate Pluta (co-chair), Nan Gomez-Heitzeberg (co-chair), Todd Coston, Andrea Garrison, Kirk Russell, Bonnie Suderman, Rachel Vickrey, Kim Nickell (PRC liaison), Jennifer Marden, Bernadette Towns

Absent: Joyce Coleman, Darren Willis, Sue Granger-Dickson, Lisa Fitzgerald

Note taker: Kate Pluta

1. The committee approved the minutes of January 22, 2013 and February 26, 2013.
2. **Follow-Up Report**—Bonnie discussed the process for preparing the Follow-Up Report.
 - The recommendation committee co-chairs met Monday afternoon to discuss the report. Their Work Plans are due next Monday. They discussed the goals, timeline, and plan. Jennifer Jett, editor, and Bonnie, Project Manager, will give details on format and citing evidence at the next meeting. The committees will prepare an outline of their responses for the next meeting. Todd, Bonnie, Nan, and Kate (recommendation co-chairs) discussed the initial work of their committees.
 - ASC discussed how the recommendations fit together. Many of them involve evaluation.
 - A question arose about work done after the report is completed and before the team visits. Nan will confer with ACCJC to find out whether or not we may include an addendum to capture additional activities and evidence.
 - Todd will add Jennifer Marden and Kim Nickell to the SharePoint accreditation site.
3. **ALO (Accreditation Liaison Officer) Report**—Nan recommended ASC check the ACCJC website regularly for changes and updates.
 - ACCJC actions on institutions and policy changes and recommended changes (for first review) are posted on the ACCJC website.
 - Policy of Award of Credit has new language about “direct assessment programs.”
 - The Annual Financial Report is due 4/22. The District office does it for each college, and the college president reviews it.
 - The college annual report is due (prepared by Lisa Fitzgerald, Bonnie Suderman, and Bernadette Towns). The recommendation was made to post the report on the college or Assessment Committee webpage.

General discussion:

Evaluation and Surveys

- Kate brought up the issue of evaluation. It occurs in several recommendations and evaluation of all processes occurs in Recommendation 1.
- Todd brought up the role of surveys, particularly regarding evaluating district services. The results would go to the committee originating the survey, the college community, and district services.

- The college community (committees, College Council) could make recommendations to the president, who would, if appropriate, take the recommendation to the district. Todd also mentioned the suggestion that the college (and district) will need to evaluate the effectiveness of soft ware programs such as CurricUNET and Degree Works.
- When and how often do we survey?
- Bonnie mentioned the surveys SDCC will be conducting.

Committee Co-Chair Reports

Suggested topics for questions:

- How are you evaluating your committee's effectiveness in meeting college goals?
- Did you evaluate?
- How do you know your committee is meeting its goals?
- What did the survey reveal?
- How will you use the finding to effect positive change?

Recommendation Team addition:

- ISIT needs to be added to the Recommendation 6 team. Kate will take to the Senate.

The following Action Items from the February 26 meeting have been completed:

- **Action item:** Kate will make revisions to both the "Proposal to Address Accrediting Commission Recommendations" document and the "Bakersfield College Timeline to Prepare Report in Response to ACCJC Recommendations" document to reflect changes discussed in the meeting. She will email these to the committee.
- **Action item:** Bonnie will gather more information regarding support and stipend for Jennifer Jett as the document editor.
- **Action item:** Todd will modify SharePoint and add an Oversight Committee folder.
- **Action item:** Sonya will contact faculty Recommendation Team leaders to ask for their participation.

Meeting adjourned at 5:00 p.m.

Next meeting March 19, 2013, 3:30-5:00 p.m. in Levinson 40

Resources:

- Full Commission Report: <http://accreditation.bakersfieldcollege.edu/Files/Report.pdf>
- BC Accreditation SharePoint site: <https://spt.kccd.edu/bc-accreditation/SitePages/Home.aspx>