

Accreditation Steering Committee
March 19, 2013
Approved Minutes

Attendees: Kate Pluta (co-chair), Todd Coston, Andrea Garrison, Kirk Russell, Bonnie Suderman, Rachel Vickrey, Kim Nickell (PRC liaison), Jennifer Marden, Sue Granger-Dickson, Lisa Fitzgerald

Absent: Joyce Coleman, Darren Willis, Bernadette Towns, Nan Gomez-Heitzeberg (co-chair)

Note-taker: Rachel Vickrey

Minutes from March 5 were reviewed and approved.

What is status of Feb 12 minutes? (Darren note taker)

Accreditation Follow-Up Report—Bonnie reported that the group workplans are turned in, and outlines are due April 1. Lisa and Heidi are working on a survey which will be available soon. Academic Senators have been alerted that it is coming, to avoid “survey fatigue.” Sonya may also be asked to send out a notice. The survey will be available for respondents for one week, which will allow one week for analysis. Some particulars about some of the recommendations were discussed: Kate reported that the group working on #1 concerning planning met Tuesday March 19; Bonnie mentioned that the faculty union CTA is still discussing how to meet recommendation #3 on the adjunct faculty evaluations, given the tight schedule for implementation and the board of trustees approval calendar; and Heidi is working with Human Resources to explore surveys to meet recommendation #5. Mike Carley is working on #5 with HR as well. Assessment Plan checklists were turned in by chairs and directors. The ACCJC annual assessment report is due this year on March 30, and college assessment plans are due two weeks later. The checklists were provided to be included in the ACCJC assessment report.

Committee Co-Chair Report—The form was emailed to ASC members March 12, 2013 and due April 22. Committee charge was reviewed,; it remains the same. Each strand was discussed along with current status of goal, evidence, and recommendations for the future.

Communication: Todd has completed standardizing the committee process: information will be posted at the committees website <committees.kccd.edu> rather than public folders. A link is available at insideBC. Questions raised about why there is a district rather an college site, and the goal is to have all three colleges use the site for committee report. IT managers at the three colleges are aware of the option. At BC, training has occurred for committee co-chairs, Academic Senate, and College Council.

ASC minutes will continue to be posted to Sharepoint as well, at least until November 2013 after the next team visit. ASC minutes need to be available to the visiting team for evidence if needed.

Action item: Kate and Kirk will coordinate the transition of the previous ASC documents in Sharepoint onto the committees website.

Oversight & Accountability: In October 2012, ASC agreed to a plan and procedure for monitoring the Strategic Plan objectives as outlined in Strategic Plan Recommendation 3. This plan did not get sent out to the college community. As for progress on the Actionable Improvement Plans, Nan discussed progress at the ASC meeting in September 2012. One document is needed for future evidence needs.

Action item: Kate will remind Nan about the plan for monitoring Strategic Plan objectives and the need to report to College Council in April or May 2013 on progress. In the same e-mail, Kate will ask about progress on the Actionable Improvement Plans.

Integration: These goals have been met. A draft of the Integrated Program Review process was developed and presented to the Program Review Committee at a joint meeting on February 5, 2013. Minutes of the joint meeting will serve as evidence. The Curriculum Review Process has also been improved. Sean and Nan discussed allocation of resources at an ASC meeting, and faculty have been provided reassigned time to provide Curricunet support for the district. Curriculum committee co-chairs provide regular trainings for the faculty throughout the year. For next year, Academic Senate has obtained an increase in reassigned time of 0.40 for the two faculty co-chairs to share, up from 0.20 this past year.

Action item: Sue will ask the Curriculum Committee members to evaluate this process and report back to ASC.

2012-13 Summary: ASC reviewed its role in college goals and its committee charge at today's meeting. Bakersfield College accreditation has been reaffirmed. Evaluation remains an ongoing process.

Evaluation findings and how to use them to effect positive change:

Individuals on the committee felt they spent too much time working on the Integrated Program Review plan, and that these ideas should have been coordinated earlier with the Program Review Committee. We now have a liaison from PRC on our committee. In the future if ASC tackles an issue that is related to another committee, plan to include them early in the process. Make sure the committees have liaisons as members, and invite other members as needed. Add committee liaison reports to the regular agenda.

Action item: Bonnie will mention to Bernadette about regularly attending ASC meetings as the Assessment Committee liaison.

There is a need for a Master Calendar to be available at the Committees website.

Action item: Todd will follow-up with Dave Barnett to see how the procedure used for the Master Calendar in the public folders can be adapted to the committees website.

Other recommendations for the future:

Other committee members will be recruited this spring for next year.

Consider the possibility of ASC developing a Philosophy of Planning and Evaluation, parallel to the Accreditation Steering Committee Philosophy.

Strategic Plan Goals: College Council needs to develop a reporting format with a timeline for these updates, similar to the Committee Chairs reporting process.

AIPs: To meet the committee's charge we need to come up with a process that will work best. Committee members were asked to think of possibilities.

California Brain Trust report: Questions were raised about how this report is being received, and if the ASC has a role in its review. Those familiar with the report agreed with Sonya that the issues are already

being addressed by the college. Student Services area is reviewing the recommendations relevant to them, and they will report to College Council.

Program Review Committee liaison report: Main focus at this time is Accreditation Recommendation #1 on planning and program review.

Full Commission Report: <http://accreditation.bakersfieldcollege.edu/Files/Report.pdf>

BC Accreditation SharePoint site: <https://spt.kccd.edu/bc-accreditation/SitePages/Home.aspx>

Next ASC Meeting: Tuesday, April 9, 2013, 3:30 p.m. – 5:00 p.m. in Levinson 40