**Accreditation & Institutional Quality Committee (AIQ)**

**Tuesday, September 2, 2014**

**3:30 p.m. – 5:00 p.m. in Levinson 40**

**Agenda**

1. Introductions - **Present:** Kate Pluta and Nan Gomez Heitzeberg (co-chairs), Odella Johnson, Shannon Musser, Kirk Russell, Bill La, Lisa Fitzgerald, Rachel Vickrey, Kim Nickell, Todd Coston, John Gerhold, Michael Self, Zav Dadabhoy, Anthony Culpepper, Janet Fulks. Absent John Carpenter, Jennifer Jett, Student Reps- Trina Goree and Roshelle Czar
2. Review and approve minutes—May 6, 2014, Sue Granger-Dickson, note taker- Approved
	1. Today’s note taker: Janet Fulks
3. Review the Charge
	1. Provide context—Nan –Moving from Accreditation steering committee to AIQ; natural move as an ongoing committee and solving problems. New Standing governance committee charge:

1. Ensure accreditation is an on-going process by guiding preparation of the self-evaluation, midterm, and follow-up reports.

2. Review and monitor collection of evidence and progress on Actionable Improvement Plans, accreditation recommendations, and institutional effectiveness indicators.

3. Inform, engage, and involve the college community in accreditation and institutional effectiveness.

4. Review and monitor evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement

* 1. Plan for the Midterm Report—Kate - The plans being worked on (EMP, Technology Plan, SSSP, Equity plan) are all evidence to be used as we research the standards. As we pull the report together and identify problems, standard leads send any problems they cannot solve to the Project Leads and then to AIQ to solve problem. The Accreditation Self Evaluation (2012) focused on solving problems; as a result the report had only 5 Actionable Improvement Plans because this was the strategy used then and the direction now. Schedule for preparation.

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| **DRAFT 2015 Midterm Report Schedule** |
| Mid-September | **Training Workshops*** Friday, September 12, 11:00-12:00 p.m., Levinson 40
* Tuesday, September 16, 5:00-6:00 p.m., Levinson 40
* Thursday, September 18, 4:30-5:30 p.m., Levinson 40
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| Late September and October | **Primary Leads Meet****Leads Meet with Standard Team/Committee*** Research
* Problem Identification and Solving
* Evidence Collection
* Writing
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| **Monday, October 27** | **Progress Report on Your Standard Due** |
| November | **Primary Leads Meet****Feedback on Progress Report*** Problem Solving
* Writing
* Polishing
 |
| **Monday, December 1** | **Final Report on Your Standard Due** |
| **April**  | **Final report to Board for approval** |

There was discussion and clarification concerning the roles and actions we must take for the completion of the report and validation of work done on the progress. Discussion included differentiation between AIP and Recommendations and how we track work specific to them.

People need to come to training--they have been sent an email.

Questions about the AIP Tracking or reporting grid should be added to the training for the teams.

* 1. Develop Institutional Effectiveness Indicators – It should be more than just student learning and student achievement but also how effectively committees and processes work.
		1. We need to gather the old documents that relate to institutional effectiveness (one on web page & KPI in old master plan). Do a BC web search and review everything that references Institutional Effectiveness.
		2. The strategic plan should form a basis for evaluation. How does the EMP relate to the institutional effectiveness indicators and how does program review relate to this?
		3. Need to evaluate the strategic focus data strands.
		4. We need to tie the strategic plan to the mission to goals and activities and evaluate the effectiveness.
		5. Make a recommendation to evaluate BC goals and strategic plan.
		6. Make a recommendation to create a planning document/calendar.
		7. AIQ would make a list of everything that should be on the master calendar.
	2. Notes from May 6, 2014 meeting:
		+ 1. The Actionable Improvement Plans will become part of the Institutional Effectiveness Indicators and will be on BC’s scorecard.
			2. The charge to inform, engage and institutionalize accreditation will be present on the scorecard and AIQ will be responsible.
1. Updates from groups or committees whose work intersects with AIQ’s charge.

**Learning:**We foster curiosity, inquiry, critical thinking, and creativity within a safe and rigorous academic environment so that we might be empowered to radically transform our community into one that gives voice and power to all people.

**Calendar of meetings 2014-15**

September 2, 16 & 30

October 14 & 28

November 18

December 2

January 20

February 3 & 17

March 3 & 17

April 7 & 21

May 5