

Accreditation Steering Committee
Approved Meeting Minutes
February 17, 2015
3:30 p.m. – 5:00 p.m.
Levinson 40

Attendees: Kate Pluta (co-chair), Anthony Culpepper, Shannon Musser, David Neville, Kim Nickell, Kirk Russell, Rachel Vickrey

Absent: Nan Gomez-Heitzeberg (co-chair), John Carpenter, Todd Coston, Zav Dadabhoy, Lisa Fitzgerald, Janet Fulks, Jennifer Jett, Bill La, Michael Self

Note taker: Kirk Russell

1. **Update on Midterm Report:** All midterm report leads met last week (February 9th) to discuss any necessary changes or additions to their sections. Standard 2.A, Instruction, hasn't been completed yet. The committees writing 4.C and 4.D have finished writing but still need evidence from the District. A meeting is scheduled for next Tuesday, February 24th, with the leads from these standards and the District to arrange to get the evidence. Midterm reports from all three campuses will be submitted to the Board at the same time, probably in late July. The Board's Accreditation Subcommittee will need to review the reports prior to that time, but no specific submission date has been set.
2. **Accreditation Institute—February 20-21:** Those attending from BC will be Kate Pluta, Michele Bresso, Sonya Christian, and David Neville.
3. **Developing a college planning and evaluation calendar:** There was lengthy discussion about how to develop a calendar which reflects campus planning and evaluation processes. Accreditation Standard I.B.9 and Eligibility Requirement 19 were used as a basis for the discussion. Important components of the discussion were:
 - SLOs, PLOs and ILOs and how they should be developed to correspond to each other
 - the need for the Program Review, Curriculum, and Assessment committees to work together to coordinate the college's approach to certificates, degrees and assessment
 - the need to place greater emphasis on planning and evaluation and embedding it in all we do.
 - Closing the Loop document – helping faculty and departments understand that it reflects the work departments do to create their program reviews and annual updates.

For the next meeting, Kate will revise the December 9th draft of the "Survey for committees to identify participation in planning and evaluation processes" to highlight the primary processes mentioned in Standard I.B.9 -program review, planning, and resource allocation. There was brief discussion that the planning and evaluation calendar will more than likely have to move

from paper to web-based in order to accommodate all of the detail. The first page of the calendar could display broad categories and allow drilling-down to greater calendar detail. This will be discussed further at the next meeting.

4. **Updates from groups or committees whose work intersects with AIQ's charge:** Kim reported that the Program Review Committee is in the process of making minor revisions to the annual update form.

Action item: Kate will revise the "Survey for committees to identify participation in planning and evaluation processes" for the next meeting.

Meeting adjourned at 5:05 p.m.

Next meeting: March 3, 2015, 3:30-5:00 p.m. in Levinson 40. Kirk Russell will provide refreshments.