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| **ccreditation & Institutional Quality Committee (AIQ) MINUTES**  <https://committees.kccd.edu/bc/committee/accreditation>  Tuesday, 3:30-5:00, November 10, 2015 | | |
| 1 | Membership: Kate Pluta, Nan Gomez-Heitzeberg, Zav Dadabhoy, Anthony Culpepper, Liz Rozell, Todd Coston, Lisa Fitzgerald, David Neville, Kimberly Nickell, Janet Fulks, Mark Staller, Bill La, Jennifer Jett, Shannon Musser, Sondra Keckley, Manuel Zavala  Present: Kate Pluta, Nan Gomez-Heitzeberg, Liz Rozell, Todd Coston, Kimberly Nickell, Mark Staller, Sondra Keckley, Shannon Musser, Manuel Zavala  Missing: Zav Dadabhoy, Anthony Culpepper, Lisa Fitzgerald, David Neville, Janet Fulks, Bill La, Jennifer Jett  *Picture Day!* |  |
| 2 | October 27 Minutes (Bill La) 5  Today’s Note Taker? Liz  *Corrections were made to the minutes.* | |
| 3 | College Council Resolution opposing 2015 Accreditation Task Force report—Nan 10  *State Chancellors Office convened the Accreditation Taskforce – reported a system-wide loss of confidence in ACCJC. BC College Council developed a resolution not supporting the process utilized in generating Accreditation Taskforce Report. By consensus the AIQ committee supports the BC CC resolution.* | |
| 4 | Completing the AIQ Strategic Directions report (due November 12)  *Discussed action plans and submission with report. Discussed the confusion with using both Excel for the Committee Report and Word for the action plan. Mark proposed using only the Excel report, but Shannon described the difficulty it causes in posting the information. We will use both platforms for this pilot and work on a solution for future submissions.*  *Developed an action plan for 1.11 & 4.12 ii (same objective) Shannon has that action plan.* | 20 |
| 5 | How do we best process the reports coming in Thursday, November 12?  *We need to prepare report for December 4 College Council meeting.*  *Next meeting – prepare a powerpoint presentation? With stats on initiative scores.*  *Shannon will create a table collating the submitted reports.* | 40 |
| 6 | Preparing for the survey on college services and district services provided to college  This fall: letting college know  Spring: probably March—survey  Todd: ISIT technology survey questions posted as supporting document  Potential List:  Bookstore, Safety (Parking, Security), Helpdesk (ISIT Questions), M & O (Work orders, Repairs, Cleanliness, and Maintenance), Curriculum Review, Assessment, Campus HR, Business Office, A & R, Marketing and Public Relations (Web, Graphic Design, Media Public Relations), Print Shop, Foundation, Event Scheduling, Mailroom, Child Care, and Financial Aid.  *Need to add Library to the list.*  *We had discussion about being very clear in the survey of which questions are being asked about local services (i.e. local HR staff) vs. district services (do HR staff). Similar examples were given with the Business Office and IT. One idea was to give a little explanation paragraph before the questions. For example on HR, explain that all of HR reports up through the district office but that the first 5 questions are based on interactions with the district office staff and the next 5 questions are based on interactions with the local campus HR.*  *Need a Not Applicable option on the survey for some of the services, if we don’t interact with those areas.*  *For Fall and letting people know….we need to work with the various committees that send out surveys and let them know we are working on one big survey. Kim will take it Program Review, others are encouraged to take it to their committees to get buy-in.* | 15 |
| 7 | **ACCJC Training Calendar Review**  *We know that we are sending at least one team to the Assessment/Program review workshop.* |  |
|  | **Calendar for Strategic Directions fall and spring reports.**   * September 15: Finalize report. * September 23: Send report form to Committee Chairs and others responsible for reporting out on Strategic Directions Initiatives. * *October 2, 10:30-12:00 Committee Chairs meeting* * Thursday, November 12: Committee Reports due to AIQ * November 24: Prepare Fall Committee Report Analysis * Friday, December 6: Present report to College Council. * January 26: Prepare spring report and send to Committee Chairs * Thursday, April 21: Year-End Committee Reports due to AIQ * April 26: Prepare Spring Committee Report Analysis * Friday, May 6: Second Annual Year-End Leadership Retreat; AIQ presents report to College Council |  |