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| **Accreditation & Institutional Quality Committee (AIQ)**<https://committees.kccd.edu/bc/committee/accreditation>MinutesTuesday, 3:30-5:00, February 23, 2016 |
| 1 | Membership: Kate Pluta (Admin Chair), Faculty Chair—Mark Staller, Khaled Hussain, Anthony Culpepper, Liz Rozell, Todd Coston, Lisa Fitzgerald, David Neville, Kimberly Nickell, Grace Commiso, Jennifer Jett, Shannon Musser, Sondra Keckley, Manuel Zavala*Vacancies: faculty 3, classified 3, students 1*Present: Kate Pluta, Mark Staller, Anthony Culpepper, Kimberly Nickell, Shannon Musser, Sondra Keckley, Manuel ZavalaMissing: |  |
| 2 | November 24 Minutes (Nan); February 9 Minutes (Liz)Today’s Note Taker? Kim NickellTreats: Mark |
| 3 | ACCJC update—2 letters came outTask Force on Accreditation (document moving to Consultation Council)—Digest-Accreditation-* *5 page document responding to research and the Taskforce- Recommendations. See the AIQ committee page for the document and read when you get the chance-good information*

Task-Force on webpageACCJC Letter to CA Community Colleges 2\_22\_2016 on webpage* *Refer to committee page*

Annual Report form to be distributed February 29 and due March 31. | Kate |
| 4 | Strategic Directions Report—update* *EARTHQUAKE! @4:02 pm 4.9 magnitude SSW of Wasco*
* *Shannon got the Strategic Directions Report template out to all committee chairs and appropriate people. Thank you, Shannon, for all your hard work on this!*
 | Shannon |
| 5 | Training/workshops: Friday, March 4 in B4,5,7,8 (no labs); flyer* *Will group attendees by Strategic Direction. Will meet as group at 8:00 am in B8 for 1-1.5 hr, then breakout into groups by Strategic Direction. Attendees can then move about groups as needed*
* *Goals- How to fill out form, collaboration among groups*
* *Todd will create videos using Jing*
* *Shannon will upload videos to AIQ page*
* *Mark will create flier*
* *Kate has sent Outlook invite to committee chairs*
* *Kate will update FAQ section of AIQ committee page*
 | Mark |
| 6 | Surveys—see uploaded Revised list of BC services* *Sondra compared the agenda list of services with the Survey Monkey list from the last round of surveys and previous notes to come up with a revised list with no duplication*
* *we worked on the revised list as a group, tweaking the titles of services for best representation*
* *added one line descriptors for each area, including contact person*
* *Begin with district survey or BC survey? Kate will work to combine both into one survey for review for time it takes to complete*
* *Tentative date for survey to go out is the week after spring break*
 | Sondra |
| 7 | Spring: 2 surveys: one on District Office services to BC and one on BC services to employeesprobably March\**See latest iteration of this list emailed by Kate 2-23-2016 to AIQ members***List of College Services (December 10, 2015)**1. Bookstore,
2. Safety (Parking, Security),
3. Helpdesk (internal and external),
4. M & O (Work orders, Repairs, Cleanliness, and Maintenance),
5. Curriculum Review,
6. Enrollment Services (Assessment, A & R)
7. BC HR,
8. BC Business Office,
9. Marketing and Public Relations (Web, Graphic Design, Media Public Relations),
10. Print Shop,
11. Foundation,
12. Event Scheduling,
13. Mailroom,
14. Child Development Center,
15. Media Services,
16. Instructional Technology,
17. Financial Aid,
18. Facilities,
19. Library,
20. Food Service (Cafeteria, , Special Events),
21. Outreach,
22. Deans’ Offices,
23. President’s Office support staff

Instruction-focused:Renegade Room |  |
|  | **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 4: Present report to College Council~~.
* ~~January 25: Strategic Directions Task Force work on report format and contents~~
* ***February 22****: For AIQ approval: Prepare spring report and send*
* March: Surveys
* 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
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|  | **Treat Schedule**:January 26 Liz |  |
|  | February 9 Kate |  |
|  | February 23 Mark |  |
|  | March 8 Todd |  |
|  | March 21-25 spring recess |  |
|  | March 29 Shannon |  |
|  | April 12 Kim |  |
|  | April 26 Sondra  |  |
|  | May 10 Khaled |  |

Rev. February 8, 2016 krp