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| *DRAFT* Accreditation & Institutional Quality Committee (AIQ) <https://committees.kccd.edu/bc/committee/accreditation>  Tuesday, 3:30-5:00, May 9, 2017 in L215 Bill Thomas Room | | |
| 1 | Present: Mark Staller, Todd Coston, Kim Nickle, Sondra Keckley, Grace Commiso, Talita Pruett, Jessica Wojtysiak**, Bill Moseley, Laura Lorigo**  **Absent: Kate Pluta, Janet Fulks, Dena Rhoades, Jennifer Jett, Keri Kennedy, Di Hoffman, Odella Johnson** | 5 min |
| 2 | Today’s Note Taker: Sondra Keckley  Approval of notes for April 25 minutes | |
| 3 | Accreditation Update AND  Planning for August Summer Institute  (Keckley and Wojtysiak)   * Sondra and Jessica met with Jason Stratton and Liz Rozell * Accreditation Institute canceled May 22-23; moved to Aug 9, 8:30am-4:30pm * Jason and Liz contacting co-leads who are missing info in SharePoint * Question for AIQ—What topics do you want to see for the break-out sessions at Aug 9 Institute?   Go through SharePoint to get guidelines.  How to work within SharePoint (edit within).  Appropriate evidence gathered?  Evidence naming  In-text citations  Headings and layout   * Question for AIQ—Do you want to read drafts the week before Aug 9 to look for gaps, and then help teams at Institute?   Kim Nickle, Jessica Wojtysiak (won’t be at Aug. 9 though), Talita Pruett   * Todd reminded us that the Reports folder is for reporting out progress (in past). Our plan to move final rough drafts to Reports folder might be ok, but maybe add a Ready for Editor folder? | 20 min |
| 4 | Debrief from Spring 2017 Strategic Directions Report to College Council  (Coston/Commiso/Rozell)   * Uploaded to College Council page * Original deadline April 20, extended to May 1 * 83% completion of reports * Question: who is going to follow up with people who don’t turn in reports? * No report turned in listed on College Council page * Grace put out call for faculty to help next year, and for suggestions * Idea: Set up hierarchy for standard with many committees—pick a lead committee responsible for that report * Change log continued? | 10 min |
| 5 | Planning for 2017-2020 Strategic Directions  (Coston/Commiso/Rozell)   * Who’s going to be in charge? AIQ? * Todd has not yet talked with Sonya yet, but he is willing to take it on. Is it ok that not faculty as long as faculty on team? * Won’t be as much work because not starting from scratch. Hopefully less time commitment. (Nice, since also doing Accreditation Report now) * Reword for more Pathways language? Todd will ask Sonya. | 10 min |
| 6 | 2017-2018 AIQ Meeting Calendar (Wojtysiak)   * Jessica sent out email with proposed dates * Two a month, starting 2nd week of semester * Jessica will talk to Mary Jo to get dates set and room reserved * Kim Nickle used our schedule to schedule PRC on opposite weeks * Snack sign-up at first meeting—Jessica will bring snacks to first meeting | 10 min |
| 7 | New Chairs for AIQ   * Jessica Wojtysiak is new faculty co-chair * No definite admin co-chair at this time * Recommending Janet Fulks for admin co-chair * Need to upload previous 3 minutes to AIQ page | 5 min |
|  | Adjourned @ 4:26 |  |

ms, May 9, 2017