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

September 10, 2019

3:00 to 4:30 in PAC 101

Notes (Grace Commiso)

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| 1. | MembersCraig Hayward, Jessica Wojtysiak, Todd Coston, Sondra Keckley, Kimberly Nickell, Grace Commiso, Jonathan Brown, Talita Pruett, Jason Stratton, Dena Rhoades, Jamal Wright, Brent Wilson, Leo Ocampo* Absent: Todd Coston, Talita Pruett, Jason Stratton, Dena Rhoades, Jamal Wright, Leo Ocampo
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| 2. | Approval of Minutes: August 28* Approval of minutes: minor changes to acronyms but approved.
* Noted during approval: PC is expecting a 60% completion in math next year. It is believed they were at about 20% prior therefore this is a significant increase.
 | 5 minutes |
| 3. | Chairs Report* Updated meeting new day and time, membership may increase, charge changed last year with faculty participation to be organized by pathway and we can have up to 2 participants per pathway. Craig will try to recruit from the other pathways that are not represented, currently have about 4 represented – AHC, ANC, SBS, STEM. We can have additional adhoc members as well if needed.
	+ Need to update webpage to reflect new structure.
	+ Need to schedule group photo
	+ Latest charge is not on the committee page. We do not have access to upload it. Craig will post it as a resource and will work with the web team to get it updated.

 | 10 minutes |
| 4. | Assessment Report* Brent, meeting last week and have had 2 sets of course reviews … is working to evaluate and norm. Program review assessment report – review what needs to be in the form and are prepared to assist. Sent all faculty SLO data for 18-19 review to include in the assessment review this year.
	+ Was requested that the report be sent to all deans as well and Brent said that was not a problem
 | 5 minutes |
| 5. | Program Review Report* Have had 2 workshops already, and first official committee meeting is next week. They have been troubleshooting with eLumen, there have been a lot of changes in roles, etc., so they are cloning roles and organizing the process. There are a couple of areas that are ready to submit for early review. It is recommended you do not publish because once you do you cannot get back in to make changes. Publishing should happen once they are complete and do not expect feedback.
 | 5 minutes |
| 6. | Strategic Directions Report* Todd is doing FEMA training this week therefore absent and no follow-up today.
 | 5 minutes |
| 7. | BC + KCCD Services Survey* Looking at combining these two surveys. It will take a little bit of time to rebuild these for it is not easy to copy and paste from survey monkey. Each individual question and response will need to be copied.
* Craig shared the questions and responses from last year.
	+ Formatting changes – we should include a date, also one of the reports did not include the questions (we need to ensure we include them in our report)
	+ Fall was known as the accreditation survey focused on the DO and the Spring was focused on BC services
	+ 2 questions added due to standard 4 but the scale was flipped so we need to be sure to review all questions and responses
	+ If we merge them we would want to preserve the text that references the standards at the beginning
	+ If combined it is suggested that we do it in the Spring only due to program review and other activities in the Fall.
	+ The accreditation survey was scrubbed pretty well last year but we will review it again as we combine it with the BC services survey.
	+ Committees question “check all the committees you currently serve on” instead of listing all of the committees simply ask do you participate in committees, or something to that nature. Maybe a measurement of how many they participate in, not necessarily which ones? “How many committees do you participate in? providing an example of committees. The website groups them by college wide, other college wide, student government, and DO, possible shared governance other college committees, student government, and district wide committees (not including hiring or evaluation committees).
 | 30 minutes |
| 8. | ISS: Review & Basic Skills CompletionOIE will generate a report that parses EMSL from other basic skills areas. | 20 minutes |
| 9.  | Other | 5 minutes |
| 10. | Good of the Order / Adjourn | 5 minutes |