

## February 2017 Written AIQ Report

(For distribution at Feb. 22 Academic Senate meeting, Feb. 24 FCDC meeting, and March 3 College Council meeting)

The Accreditation and Institutional Quality (AIQ) committee met on Tuesday, February 21, from 3:30 p.m. to 5:00 p.m. in Levinson 40. The main focus of the AIQ meeting was providing members with updates to the Accreditation process that is unfolding at Bakersfield College. Jason Stratton, the Faculty Co-Chair for the Self Evaluation report, attended AIQ and updated AIQ members on the progress of the Standards work groups. Here are some important Accreditation updates and reminders for BC faculty and staff:

- 1) Under the “Previous Meetings” button on the AIQ committee page, you can access two important documents (under the January 26, 2017 meeting) concerning the BC Accreditation process. First, there is a High-Level Schedule calendar that gives a general timeline for the BC Accreditation process:

- SPRING 2017 TRAINING, RESEARCHING, COLLECTING EVIDENCE, WRITING
- MAY 1, 2017 PRELIMINARY DRAFT DUE
- FALL 2017 FINAL DRAFT DUE
- SPRING 2018 BC FEEDBACK AND APPROVAL
- SUMMER 2018 BOARD APPROVAL
- AUGUST 2018 SELF EVALUATION REPORT TO ACCJC
- OCTOBER 2018 EXTERNAL TEAM OF PEERS VISITS BC

Second, there is version 14 of the Self Evaluation Team document that lists the teams that have been set up to research and write the fourteen sections of the Self Evaluation report. This Self Evaluation Team document is being continually updated as more faculty and staff join work group teams related to the different accreditation standards. If you look at this document, you can find in an easy-to-read chart 1) the Standards and subsections that need work groups, 2) the administrative and faculty co-leads for each work team, 3) the BC faculty and staff who have volunteered to be on a team, and the BC committees that need to give input for each Standard subsection and each work group team.

Liz Rozell (administrative co-lead for the Self Evaluation report) and Jason Stratton (faculty co-lead) are still looking for more faculty to join work group teams, especially work group II.A which is tackling Instructional Programs. This work group team has a lot of research to gather and a lot of Instructional Programs to evaluate, so they need more faculty to get involved. If you are a faculty member that can help with Standard II.A, you should contact Liz or Jason, or you can contact the II.A work group co-leads, Nan Gomez-Heitzeberg, Bill Moseley, Justin Flint, or Qui Jimenez.

- 2) Standard work group team co-leads are being trained by Liz and Jason, and these work group co-leads are in the process of determining how to collect and store evidence and how to assign the Self Evaluation report writing for their Standard subsections. Most work group teams are now meeting weekly or bi-weekly as they gear up for evidence collection and report writing.

A document titled "Naming & Saving Evidence" is now posted on the AIQ webpage, and this document is also being distributed by Liz Rozell and Jason Stratton. All work group members should access this document to learn how to access the BC Accreditation SharePoint drive and how to save all evidence as PDF files which follow the evidence naming protocols in the ACCJC *Manual for Institutional Self Evaluation*. Following these instructions will save work group teams hours of work if they name all evidence documents correctly.

- 3) BC staff have attended two February Accreditation events sponsored by the State Academic Senate (ASCCC). Four BC personnel attended a one-day workshop on SLO Assessment, and four BC personnel attended the two-day ASCCC Accreditation Institute. One "take away" from the Accreditation Institute is that Accreditation evaluation teams are paying attention to Online Classes and to student support services offered in an Online setting. Another "take away" from the institute is that official department meeting minutes work well as accreditation evidence (rather than email trails). BC departments working on and discussing accreditation and assessment issues should be recording their departmental conversations and decisions in official department meeting minutes.
- 4) The annual ACCJC Report is due at the end of March, and this annual ACCJC report is asking for assessment data at the department level. The Assessment Committee has sent out requests for this departmental assessment data. BC departments should be aware that the requested data is time-sensitive, because this departmental assessment data is being included in the March 2017 annual ACCJC report.
- 5) Accreditation work group team members should circle "March 31" on their calendars because the AIQ committee will be hosting an Accreditation Laboratory in Business 7 from 8:00 a.m. to Noon on this day. There will be a brief opening session to answer questions from work group team members, but the bulk of this laboratory time will be devoted to allowing work group members to work for one, two or even three hours on their evidence collection and report writing. AIQ members will be present to facilitate this work, and team members should be able to make significant progress in their research and writing tasks.
- 6) Kate Pluta is revising a job description for a Self Evaluation report editor. Once this job description has been approved by President Christian, it will go to the Academic Senate and a call will go out for an official Self Evaluation editor who will edit the Self Evaluation during the Fall 2017 and Spring 2018 semesters.
- 7) For health reasons, I need to take a hiatus from most of my committee service work after this Spring 2017 semester, so I will be stepping down as AIQ Faculty Co-Chair after completing my first year of a three-year term as AIQ Faculty Co-Chair. The Academic Senate will be running Committee Co-Chair elections in March, so interested faculty should consider serving as Faculty Co-Chair for AIQ for the next two-year period. This Faculty Co-Chair position comes with .20 reassigned time.

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AIQ Faculty Co-Chair