

Meetings with Leads			Follow Up		
Standard	Leads	Dates/Times	Agenda/Topics	Issue	Response
I.A	Manny Mourtzanos, David Koeth	2/6/17 4-5 p.m.	Still need team members. Janet Fulks is recruiting data coaches for each standard. I.A. Reconfirm mission through campus meetings - AS, College Council. Meeting Friday; I.B. Added newly hired Institutional Researcher and Research Analyst, going to contact Matt Garrett & Sarah Baron to represent Academic Senate. Team met 2/9/17 & completed the outline and evidence for the first 5 substandards. Meeting again 2/21. Have a beginning report and an evidence list; Jason or Liz will contact Jennifer about I.C team membership		Matt Garrett and Sarah Baron are not able to participate.
I.B	Janet Fulks, Kim Nickells				
I.C	Shannon Musser, Jennifer Johnson				

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II.A	Nan Gomez-Heitzeberg, Bill Moseley, Justin Flint, Qiu Jimenez	2/13/17 4-5 p.m.	Std II.A Two half-meetings last week, reviewed the standard & developed a plan. Meeting this Thursday, 2/16/17. ; Std II.B Updated team composition. Look at SGA Minutes for evidence. Team leaders met, but team has not met yet. Will meet in another week. Will send final team composition to Jason & Liz this week.; Std II.C Met Wednesday with team. Need to add someone from Assessment Center. Will add more counselors. Break down by area (EOPS, CTE, etc.). Meet every 2 weeks - will meet next Wednesday.	Get AS approval of faculty?	Steven says no, Kate says yes. Kate will follow up with Steven.
II.B	Stephen Waller, Kirk Russell				
II.C	Grace Commiso, Sandi Taylor, Jonathan Schultz				

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III.A	Dena Rhoades, Mike Ivey	2/22/17 4-5 p.m.	III.A - HR is district. Many of the promised elements in the mid-term report were not completed. Discussed recruitment needs and concerns. Issue of specificity of time commitment and tasks involved brought up. They and we need a clear list of all team members. III.B has not met - team is large, but only 4 questions to answer. Need to get team going, with names of members. III.C - Already met once - questions assigned and next meeting 3/14/17. Todd discussed need for accumulation of data in Sharepoint. III.D - Don, Steven, & Laura already met, but not the team; crosswalk with 2012 Self-Evaluation to new format. Use the district website for much of the evidence. Strategy for evaluation not yet established. Verified steps taken so far, in organizing the team and commencing research.	III.A.- issue of finding evidence at KCCD brought up. Informed to try and report if no success for our followup. HR is district and not local college - how to answer the questions. Need more team members. III.B. Needs to get team names/data. III.C.- needs to dive in. III.D. Needs to dive in.	III.A Will search for evidence first. Dena will meet with Interim Vice Chancellor at DO to discuss evidence.
III.B	Bill Potter, Duane Anderson				
III.C	Todd Coston, Richard Marquez				
III.D	Donald Chrusciel, Steven Holmes, Laura Lorigo				

crosswalk available on accjc.org

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IV.A	Nan Gomez-Heitzeberg, Jason Stratton	2/27/17 4-5 p.m.	IV.A.: met three times and compiling evidence. IV.B. has met. need more help- maybe Tracy Hall? Who is data coach member? Discussed best use for student team member. IV.C & IV.D - Zav & Steven Holmes have been meeting. Looked at 2012 Self-evaluation, did crosswalk to new standards and summarizing before meeting with team. Discussed concerns with obtaining data from KCCD. Discussed having a campus wide survey re: district services. Discussed KCCD Board Docs and Mid-term report as sources of data. Need help/names of team. Names suggested: Corny, Tarina Perry, Angela Bono [adj].	IV A - none at this time, IV B. identified desire for more researchers/help. IV C- Board policies will be revised by Fall, 2017, but are not yet finalized. Prevalent in Stds. IV.C & IV.D - how to handle? IV D-need names of team members, and call for more. Desires a survey be conducted to add fresh data to IV.D. standard documentation.	respond on Tracy
IV.B	Lesley Bonds, Andrea Thorson				
IV.C	Zav Dadabhoy, Steven Holmes				
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Surveys I.A
 IV.D

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IA	Manny Mourtzanos, David Koeth	Monday, 3/27/17, 4:00-5:00 p.m. Collins Center;	<p>LA:</p> <p>Work on the first draft this week; Sent out a campus survey on mission statement included quantitative and qualitative assessment and reviewed data.</p> <p>Recommendations: (1) Will ask College Council to develop a mission review subcommittee to evaluate the mission statement annually and every three years as in-depth review. (2) Ask Academic Senate and College Council to approve that we do not change our mission statement at this time.</p>		
IB	Janet Fulks, Kim Nickells	Accreditation Lab, Friday, 3/31/17 (Manny Mourtzanos, Kim Nickells, Jennifer Johnson & team)	<p>Evidence: Survey, minutes of college committees, previous mission review team:</p> <p>IB:</p> <p>Making real progress and on track – outlines, addressing questions, some full write-ups and collecting evidence. Meeting tomorrow - meet every other week. Will attend the workshop on Friday. Teresa McAllistar is labeling all evidence.</p>		
IC	Nicky Damania, Jennifer Johnson (email)		<p>IC:</p> <p>Standard IC (Institutional Integrity) has not met. Will be using the Accreditation Workshop (Lab) this Friday as our working meeting to develop a work plan. Team leaders sent an email invite to the team.</p>		

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II.A	Nan Gomez-Heitzeberg, Bill Moseley, Justin Flint, Qiu Jimenez	3/13/2017 4:00 - 5:00 p.m. Lev 40 Accreditation Lab, Friday, 3/31/17 (Bill Moseley, Justin Flint, Qiu Jimenez, Grace Commiso)	<p>II.A:</p> <p>1. We are in the process of writing drafts for all of the IIA sections. 2. We are also gathering evidence and posting to sharepoint. 3. We will meet this Thursday at 4:30 pm in A-5. Goal is to have a draft and evidence for all sections on Thursday. I think we are making good progress. 4. Biggest concern right now is that we are a little thin on faculty to do some of the writing sections. We are addressing this by identifying specific faculty who have connections to the sections, and "inviting" them to join the fun.</p>	<p>(1) May not have enough faculty to write sections for IIA. (2) One question not assigned by/c it was odd - Q8. (3) How specific does the evidence have to be? (4) Is there overlap between IIB and IIC? Some of the Student Support Services might be Learning Support Services? (5) Is this more of a longitudinal analysis or more of a picture in time?</p> <p>In our IIB meeting yesterday the question came up as to whether we can bullet items in our narrative (when appropriate), rather than putting everything in narrative form. Is that acceptable?</p>	<p>(1) Follow up with AIQ, (2) Looked at evaluation criteria on p. 29 of the Guide to Evaluating & Improving Institutions. Consider Content Review process to validate prerequisites, competency testing for meeting prerequisites, and credit by exam challenges. (3) Be specific with page number and link. (4) Follow up with AIQ, but did believe overlap was not unusual. (5) Will follow up with AIQ, but advised to Mid-Term</p>
II.B	Stephen Waller, Kirk Russell		<p>II.B:</p> <p>Our committee has met once and assigned all the sub-sections of the standard to writing teams. We're fortunate to have a very engaged and willing committee. We know our deadline and plan on meeting four more times before the May 1 deadline. We have a meeting scheduled for this Thursday at 4:00. So far no issues have come up, but the writing teams are still in the early stages. Fortunately, our standard is not too long and none of the sub-sections should be overly difficult to write. Steve or I will be in touch if questions arise. Assigned team members to topical areas to answer each question in the sub-standard. For example, "library." Will keep graphs & charts separate from narrative for submission on May 1st.</p>	<p>Also, just FYI, we've instructed our team as they write the self-evaluation for their particular service area (SI, Tutoring, Library, Math Lab, etc.), that they follow the format of the standard. In other words, they'll respond to II.B.1, then in a separate paragraph respond to II.B.2, then II.B.3, etc. Ultimately, this will create a final version in which under II.B.1 there will be subsections for each of the different service areas, and II.B.2, II.B.3, and II.B.4 will be the same. Are you okay with us proceeding in this fashion? It seemed to be a lot cleaner than trying to include all of our academic support service areas in large, comprehensive sections under each sub-standard.</p>	<p>I think bullets are fine as long as they are introduced appropriately. Following the standards topics does make it easier to read - I really recommend this. We actually keep all these parts separate as we write our response to the ISER and then join them together at the end when we do the report out by the visiting team.</p>
II.C	Grace Commiso, Sandi Taylor, Jonathan Schultz		<p>II.C:</p> <p>Met Wednesday (3/8/17). Looked accreditation at other community college and divided the work among the teams. Currently, using the Counseling sharedrive for data storage, but will transition to the accreditation sharepoint.</p>		

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III.A	Dena Rhoades, Mike Ivey		<p>III.A</p> <p>Meet every Thursday. Divided up questions among the group & the group using Sharepoint for documentation and writing. Was able to accomplish much at the Accreditation Lab.</p> <p>Status on Standard IIIC, Technology Resources:</p> <p>Our team has met twice this semester. During our first meeting on February 14, 2017, we discussed the various questions and decided to assign them to individual team members.</p>		
III.B	Bill Potter, Duane Anderson	Monday, 4/3/2017, 4:00 - 5:00 p.m.; Accreditation Lab, Friday, 3/31/17 (Dena Rhoades, Mike Ivey, Bill Potter, Duane Anderson, Todd Coston, Richard Marquez)	<p>We divided up the questions as follows:</p> <p>Q1. Richard Marquez Q2. Kristin Rabe Q3. Todd Coston Q4. Scott Peat Q5. Todd Coston</p>		
III.C	Todd Coston, Richard Marquez		<p>During our second meeting on March 14, 2017, we reviewed the responses submitted by Kristin and Scott and reviewed the supporting evidence. We spent some time discussing the responses and offering suggestions for improvement.</p> <p>Our team is meeting again on Thursday, March 30 to continue our work on section IIIC.</p>		
III.D	Donald Chrusciel, Steven Holmes		<p>III.D</p> <p>Attended the Accreditation Lab and updated documents on Sharepoint. Uploaded numerous evidentiary documents on Sharepoint. Found the naming conventions challenging. An almost complete document – waiting information from district office.</p>		

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IV.A	Nan Gomez-Heitzeberg, Jason Stratton	Monday, 3/20/17 4:00-5:00 p.m. L215 (Jason Stratton, Lesley Bonds, Zav Dadabhoj, Steven Holmes)	<p>There was confusion on the location and the meeting did not take place. Will follow up with teams.</p> <p>IV.B:</p> <p>Created a document with a list of all evidence needed for each element of the standard and identified people who might be able to provide those things.</p> <p>IV.C:</p> <p>Zav is currently completing the crosswalk of info from the 2012 and the midterm for a starting point in the current standard's analysis.</p>	<p>IV.B Intend to have students team members grab this information for SGA and potentially upload it, but are still uncertain of other ways to utilize their time.</p>	
IV.B	Lesley Bonds, Andrea Thorson				
IV.C	Zav Dadabhoj, Steven Holmes				
IV.D	Zav Dadabhoj, Nick Strobel				

Bakersfield College
Accreditation Process Tracking
Liz Rozell & Jason Stratton

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