

**Accreditation Steering Committee (ASC)**

**Tuesday, December 10, 2013**

**3:30 p.m. – 5:00 p.m. in Levinson 40**

Meeting Notes

1. **Review and approve minutes—Minutes of November 26 approved.**  
*Today's note taker: Kate Pluta*
2. **Program Review liaison report—Kim**  
Manny presented the Annual Program Review Report to College Council on December 6. Sonya presented a “Mid-Year Closing the Loop” document to College Council:  
[https://committees.kccd.edu/sites/committees.kccd.edu/files/Closing%20the%20loop%20Mid%20Year%20Dec%206%202013\\_0.pdf](https://committees.kccd.edu/sites/committees.kccd.edu/files/Closing%20the%20loop%20Mid%20Year%20Dec%206%202013_0.pdf)
3. **First review of evaluation survey results—Lisa**  
Rescheduled for January 28, 2014 meeting.
4. **Focusing on the ASC charge: what do we include and how might we word it? Please bring multiple copies of any changes you propose.**  
**Action Item:**  
Rachel, Andrea, and Kim brought suggestions for changes to the charge. The committee discussed all of them. Rachel, Andrea, and Kim will forward revisions based on the discussion to Kate, who will synthesize and send them out.  
**Action Item:**  
Kate will also send ASC Philosophy document.  
**Other discussion on this topic:**  
Change committee name to Accreditation & Institutional Quality (AIQ) and ask: “What’s your AIQ?”  
We also discussed having an Office of Institutional Effectiveness, with research capabilities and a grants focus. Much will depend on the administrative restructuring of the college currently underway.  
We also focused on our original role → steering not doing.
5. **Planning for the February 28 11:00-2:00 work session.**  
General discussion:
  - Todd suggested a framework: Here is where we were . . . . Here is where we are going → using draft charge
  - Have breakout sessions working on different pieces of charge
  - **Action Item:**  
Sue and Nan will develop slides to help with setting the context.
  - Rachel suggested we have food. The college could/would? provide pizza and drinks. Otherwise we would treat it like a potluck, bringing desserts, fruit, and salads.
  - Reminder: We need to focus on identifying the gaps.
6. **BC’s relationship to the larger world of accreditation requirements (federal and regional)—Nan**  
Not discussed.

**Next meeting: January 28, 2014, 3:30-5:00 in L40.**

- Evaluation results
- Planning for February 28 retreat/work session
- Next draft of charge