

Accreditation Steering Committee  
Approved Meeting Minutes  
January 28, 2014  
3:30 p.m. – 5:00 p.m.  
Levinson 40

Attendees: Kate Pluta (co-chair), Nan Gomez-Heitzeberg (co-chair), Todd Coston, Lisa Fitzgerald, Andrea Garrison, Sue Granger-Dickson, Odella Johnson, Bill La, Shannon Musser, Kim Nickell, Kirk Russell, Bonnie Suderman, Rachel Vickrey,

Note taker: Kirk Russell

1. Minutes of the December 10, 2013 meeting were approved.
2. There was no report from the Program Review Liaison.
3. Lisa Fitzgerald presented the results of the accreditation survey and there was some discussion about the numbers. Kate would like to see exact numbers (unduplicated) to know how many actual survey respondents there were. Lisa will provide these numbers. Kate will include a summary of the results in ASC/PRC reports as well as having them posted on the ASC website. Todd suggested we spend more time in our next meeting evaluating the responses to extract what lessons were learned and how we can improve in future accreditations. Kate will add this to our next agenda.
4. Proposed changes to the committee charge were discussed, in preparation for the work session on February 28<sup>th</sup>. What is the desired outcome of the work session? A revised scope, charge, and membership for the committee. To accomplish this, it was decided that the current charge, along with a proposed charge based on the revised scope of the committee, would be sent to work session participants in advance. The group will then have a starting point for a discussion. Kate will develop the draft charge and send it to the committee for feedback. The revised committee scope is, **“The Accreditation & Institutional Quality (AIQ) committee at Bakersfield College is charged with providing leadership for the overall direction and support of college effectiveness, evaluation, accreditation, and improvement.”**
5. Nan recommended, and the committee approved, a change to #3 of the current committee charge. The wording will now be: **Inform, engage, and involve the college community in accreditation and the collection of evidence.**
6. Arrangements for the work session were discussed. Todd and Sue will contact Food Services and Nan and Sue will arrange for easels, flipcharts, and markers.

**Action item:** Lisa will provide numbers regarding actual accreditation survey participants.

**Action item:** Kate will add to the agenda for our next meeting a discussion of accreditation survey comments so we can get a sense of “lessons learned.”

**Action item:** Kate will distribute a draft committee charge to committee members for feedback.

**Action item:** Sue and Todd will contact Food Services to make arrangements for food for the work session.

**Action item:** Nan and Sue will make arrangements for easels, flipcharts, and markers for the work session.

Meeting adjourned at 5:01 p.m.

Next meeting: February 11, 2014, 3:30-5:00 p.m. in Levinson 40. The meeting scheduled for February 25<sup>th</sup> may be cancelled, since the committee will meet on February 28<sup>th</sup>.