

**Accreditation Steering Committee**  
**Tuesday, April 8, 2014**  
**3:30 p.m. – 5:00 p.m. in Levinson 40**  
**Draft Minutes**

**Present:** Kate Pluta and Nan Gomez Heitzeberg (co-chairs), Andrea Garrison, Shannon Musser, Kirk Russel, Bill La, Lisa Fitzgerald, Rachel Vickrey, Kim Nickell, Odella Johnson

**Absent:** Bonnie Suderman, Sue Granger-Dickson, Todd Coston

1. **Review and approve minutes**—Darren (February 12, 2013 note taker), Minutes from March 25 meeting were approved.  
*Today's note taker: Rachel Vickrey*  
**Updates:**
  - **AIQ charge**—Academic Senate approved unanimously; we are now waiting to hear from College Council. Its April 4 meeting was cancelled. It has a special meeting scheduled for April 25.
  - **ACCJC Annual Report 2014 and the ACCJC Annual Fiscal Report 2014** are posted to the ASC page—<https://committees.kccd.edu/bc/committee/accreditation>. Look under “Links.”
2. **Program Review liaison report**—Kim Nickell reported that the committee is norming their checklist, to ensure consistent review of the 3-year comprehensive pilot program reviews. The committee is also updating the handbook for preparers.
3. **Spring 2014 Report:** We reviewed our fall 2013 report to see if we are on track to achieve our goals. The report is due Thursday, April 10. It will be discussed at the committee co-chairs meeting on April 11. We had anticipated a celebration of the affirmation of accreditation, and we noted the college president acknowledged the affirmation on Opening Day in January 2014. We had also considered preparing a newsletter to keep the college community informed, but regular committee reports to College Council and Academic Senate have been sufficient. After the discussion Kate prepared a new draft and sent it out for feedback prior to turning the report in on April 10.
4. **Planning for the Midterm Report moved to next meeting.**
5. **Reviewing and adopting next year's meeting calendar:** ASC approved the proposed calendar, meeting alternate Tuesdays. The calendar will also be sent to PRC for their approval as they meet the other Tuesdays.
6. **Reviewing and Revising the College Mission**—Kate and Nan were appointed by the college president to be the co-chairs for the Mission Review Team. Revision of the college mission is now a college goal. The Mission Review Team prepared a chart of the new ACCJC proposed standards, and there is new proposed language regarding mission in Standard IA. The Mission Review Team also prepared a list of Questions for Consideration and made presentations to various committees and task forces on campus for their input. The mission statement will be part of the Closing Day presentation on May 16 and part of Opening Day activities for Fall 2014, scheduled for Wednesday August 20.

7. **Discussion of Evaluation Survey Results**—Lisa provided a new summary prepared by Heidi in IR. Questions and survey results were provided in table form with notes and findings. It was noteworthy that 72% of the respondents to the survey said they had “no role” in the accreditation process.

**Action Items:** 1) The summary and full report of the Evaluation Survey will be posted to the ASC page.

2) ASC will prepare a formal “Lessons Learned” document to prepare for the next accreditation cycle including the upcoming Midterm Report.

To prepare for the new “Lessons Learned” document, we recalled that the self evaluation editor and co-chairs for the 2012 evaluation already provided e-mail including recommendations about what to do differently next time. Also Kate and Kim attended the Accreditation Institute this year and got some new ideas. We have also discussed this topic at previous meetings which will be captured in the minutes.

**Action Items:** a) Kirk will review previous minutes for more “lessons learned.”

b) Sue Granger-Dickson and Bonnie Suderman will be asked to bring their thoughts about the process, in retrospect now that it has been two years since the self evaluation was completed.

c) Shannon Musser will suggest a better way to organize the material on the Web. Best ways to utilize Sharepoint, the Accreditation Site, and the BC site will be considered. Other questions to consider are what information does ASC use, what is made available to the community, and how to store and access evidence.

d) Kate or Nan will ask Sonia if she received any feedback from the Visiting Team Chair.

8. **Actionable Improvement Plan reporting grid**—Lisa Fitzgerald provided an updated draft of the AIP Evidence Tracking Grid. She added a column for the Strategic Initiatives as well as the Strategic Goals. Responsible parties and contact persons need to be filled in for some of the sub-points in the original AIPs. Committee discussed whether to provide these reports annually or combine years to reflect the entire process in one narrative. Also discussed whether to keep each AIP as one document over time.

**Action Item:** Kate will show the new draft to College Council and Academic Senate before ASC adopts the final format that will link to the committee reports.

**Agenda items for next meeting:** 1) “Lessons Learned” to be developed;  
2) Planning for Midterm Report; 3) Faculty & CSEA appointments (If College Council approves new AIQ committee at April 25 meeting, Academic Senate will send out a special call in early May, CSEA will appoint classified members. For now develop informal list of faculty and CSEA members? refreshment sign-up for next year’s meetings?)

**Remaining Meetings: April 22, May 6**