

Accreditation Steering Committee  
Unapproved Meeting Minutes  
September 16, 2014  
3:30 p.m. – 5:00 p.m.  
Levinson 40

Attendees: Kate Pluta (co-chair), Todd Coston, Jennifer Jett, Shannon Musser, Kim Nickell, Kirk Russell, Rachel Vickrey

Absent: Nan Gomez-Heitzeberg (co-chair), John Carpenter, Anthony Culpepper, Zav Dadabhoy, Lisa Fitzgerald, Janet Fulks, Odella Johnson, Bill La, Michael Self

Note taker: Kirk Russell

1. Minutes of the September 2, 2014 meeting were approved.
2. **Plan for the Midterm Report:** Kate said the revised schedule for producing the midterm report, dated September 10, 2014, is available and posted on the AIQ website. Manny Mourtzanos has developed a template to serve as a guide for developing sections of the midterm report. With Manny's permission, Kate sent it to committee members as an email attachment. The committee used the template to brainstorm ideas for section 1B of the midterm report.
3. **Planning Calendar:** Since the Sept. 2<sup>nd</sup> meeting a few committee members emailed Kate with items (reports, processes, etc.) that need to be placed on a master planning calendar for the college. Also since the last meeting Kate found a master planning timeline developed by Ann Morgan in 2010 which seems to include most of the items suggested by committee members. So as not to reinvent the wheel, Kate will take Ann's document to the next College Council meeting to present it as a foundation for a new college planning timeline. She will bring suggestions from that meeting back to AIQ and AIQ will refine and finalize the timeline. There was also a question and discussion about when the strategic focus should be scheduled for its three-year-cycle evaluation, since it underwent a revision recently. Kate will ask College Council about this.
4. **Liaison reports:** Kim reported that PRC has received six comprehensive or annual reviews for early evaluation. They will be reviewed and returned to departments by early next week. Todd reported that there are many new members on both the ISIT and Professional Development committees and that thus far they are just getting acquainted with their charges and with what their involvement in accreditation will be.
5. There was brief discussion and some concern regarding low attendance at today's meeting. A review of missing members showed that many had conflicting meetings or conferences or were

out of town. The hope is that as the semester continues, attendance at committee meetings will improve

**Action item:** Kate will talk to College Council about the review cycle for the strategic focus.

**Action item:** Kate will take Ann Morgan's planning timeline to College Council for discussion and return to AIQ with suggestions for additions or changes.

Meeting adjourned at 4:45 p.m.

Next meeting: September 30, 2014, 3:30-5:00 p.m. in Levinson 40. Rachel Vickrey will be the note taker for the next meeting and Kirk Russell will provide refreshments.