Accreditation Steering Committee  
Unapproved Meeting Minutes   
December 2, 2014  
3:30 p.m. – 5:00 p.m.  
Levinson 40

Attendees: Kate Pluta (co-chair), Todd Coston, Zav Dadabhoy, Nan Gomez-Heitzeberg (co-chair), Odella Johnson, Bill La, Kim Nickell, Kirk Russell, Rachel Vickrey

Absent: John Carpenter, Anthony Culpepper, Lisa Fitzgerald, Janet Fulks, Jennifer Jett, Shannon Musser, Michael Self

Note taker: Kirk Russell

1. Minutes of the October 14th and October 28th meetings were approved.
2. **Midterm Problems**: Kate reported that no teams have brought forward any problems to be resolved by AIQ. Four teams have not yet completed their final reports, Standards I.C - Integrity, II.A - Instruction, III.A - Human Resources, and IV.B - CEO. The IV.C team had difficulty getting evidence from the DO, but went ahead and wrote what they could based on the evidence they had. There was discussion of the process used to compile the midterm report; what was helpful and what could be improved. Helpful: Accreditation Boot Camp, the Halloween writing lab, team lead meetings, regular deadlines for status reports, co-chairs leading each team, availability of evidence on the Committees website, and creation of the Midterm website. A suggestion was made for scheduling regular and earlier no-conflict “writing labs” for future reports. These make it easier for committees to gather and write. Todd mentioned that the process was very effective and well organized, but maybe too much – more fitting a self-study report than a midterm report. Concern was expressed over the midterm report review timeline. BC opted to complete the report by the end of the spring 2015 semester to allow time for campus community feedback. A sub-committee of the Board of Trustees will review midterm reports from all three campuses before the Board’s final review in September. The concern was for ensuring that between May and September the Board (or sub-committee) doesn’t recommend changes or make changes to the document while most faculty are not available during the summer.
3. **AIQ Support of BC’s Application for the Baccalaureate of Applied Science in Industrial Automation**: Kate said that Sonya would like support from the major campus committees regarding BC’s current application for a four-year degree in Industrial Automation. The committee gave unanimous approval of the application.
4. **Developing a College Planning and Evaluation Calendar**: There was quite a bit of discussion as to how to best design a calendar or table that would display all of the campus planning and evaluation timelines. Since there are many campus initiatives, committees, reports, and processes to include, it’s very complex. It was determined that the best first step is to gather information. Kate will draft a form that will be sent to committee chairs in spring semester. The form will request information about their committee’s planning/evaluation timelines. Since some processes only take place every three years, others annually, and others more often than that, the form will allow committees to break down their planning processes into these categories. The next challenge will be to decide how to effectively display the information once it’s been gathered.

**Action item:** Kate will draft a form for committee approval that can be sent to committee chairs during spring semester.

Meeting adjourned at 5:05 p.m.

Next meeting: January 20, 2015, 3:30-5:00 p.m. in Levinson 40. Kate Pluta will provide refreshments.