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**Accreditation and Institutional Quality (AIQ) Committee**

October 22, 2019

3:00 to 4:00 in Library 215

Meeting Minutes

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| 1. | MembersCraig Hayward, Grace Commiso, Jessica Wojtysiak, Todd Coston, Sondra Keckley, Kimberly Nickell, Jonathan Brown, Talita Pruett, Jason Stratton, Dena Rhoades, Brent Wilson, David Buitron, Isabel Castaneda, Kim Arbolante, Madison Sanchez, Ernie Quintero, Laura Miller, Maria Wright* Present: Isabel Castaneda, Todd Coston, Craig Hayward, Grace Commiso, Madison Sanchez, Sondra Keckley, Brent Wilson, Kim Nickell, Kim Arbolante, Jon Brown
* Absent: Jessica Wojtysiak, Talita Pruett, Jason Stratton, Dena Rhoades, David Buitron, Ernie Quintero, Laura Miller, Maria Wright
* Meeting started at 3:04pm
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| 2. | Approval of Minutes: September 10 & September 24* September 10th was already approved through the last AIQ meeting.
* Approved minutes from Sept 24th
 | 5 minutes |
| 3. | Chairs Report* Grace - College Council report - DO climate survey - One primary work location but will be able to select multiple campus locations
* Comment it was noted that Lost Hills and Inmate Locations are not listed – Craig identified campus code as per Banner codes. To keep anonymity we may need to group options. Crag will take it back to DO. Kim A stated she would reach out to Bryan H. Madison stated she will check with her fellow senator for inmate ed.
* Craig – reviewed ACCJC policies in regards to our accreditation is an agenda item today
 | 10 minutes |
| 4. | Assessment Report* Survey was administered to faculty about the use of eLumen and about 83 responded
* 76% entered SLO data in eLumen
* ¾ stated it took 1 hour or less to complete
* Check out the tableau link on the report attached there is a lot of great information
	+ Comment: Craig was surprised only 9% responded to the survey. Brent shared the survey was only open for an academic week. Brent was also not sure how frequently the listservs are updated. Todd stated adjunct listserv is updated automatically but Faculty is dependent on CCA rep and there isn’t a good way for them to know when we have new faculty.
	+ Comment: Craig asked can we choose another time to administer it? Brent reminded us that typically, faculty complete the task (SLO assessment) at the end of Spring so it is fresh, but they understand it is not ideal. Assessment will host more workshops/dropin blocks this time and have an individual there to help with issues and questions.
 | 5 minutes |
| 5. | Program Review Report* Extended the deadline to Oct 13th and still a couple trickling in.
* It was asked about how areas are doing moving it to eLumen, Kim stated it has been pretty good. Most have caught on pretty well only a couple have had to move back to the paper.
 | 5 minutes |
| 6. | Strategic Directions Report* We have a deadline this week.
* This is just the reminder term, to ensure we are moving forward on the items. The final report will happen in the Spring.
* Craig asked about reporting on items that seem to not fit the area or that have shifted. In particular momentum points, OIE developed Tableau and the work has shifted to the learning and career pathways completion teams. Todd reminded us of the structure for reporting out. We moved away from having multiple leads to having one primary person to score. However, this is great feedback and SD needs to revisit it especially since when it was developed we were not fully immersed in completion teams and tableau. May need to also pull together a small subgroup again for the final work in Spring.
 | 5 minutes |
| 7. | Review of AIQ Charge (2nd review)* Craig will update the latest version to include any changes that have been made and approved by AIQ so that it can be moved forward to Academic Senate.
 | 5 minutes |
| 8. | Educational Master Plan Process Kicks Off (AIQ on 2/25)* Just an FYI this is coming through in the spring.
 | 5 minutes |
| 9.  | BC’s Accreditation & Services Survey* Grace combined the two documents. We will need to work through how we can re-word them to include both campus and DO areas to make it clear that we are looking for both areas to be evaluated. When we keep them separate it is challenging for individuals to understand what office is being referenced.
 | 10 minutes |
| 10. | Review of ACCJC Policies<https://accjc.org/eligibility-requirements-standards-policies/> * Tabled till next meeting.
 | 10 minutes |