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| **Accreditation & Institutional Quality Committee (AIQ)**  <https://committees.kccd.edu/bc/committee/accreditation>  Tuesday, 3:30-5:00, February 7, 2017 | | |
| 1 | Kate Pluta, Mark Staller, Liz Rozell, Todd Coston, Di Hoffman, Kimberly Nickell, Sondra Keckley, Grace Commiso, Odella Johnson, Jennifer Jett, Shannon Musser, Dena Rhoades, Laura Lorigo, Keri Kennedy, Janet Fulks, Talita Pruett, Jason Stratton (ex officio) | 5 min |
| 2 | Today’s Note Taker? ***Sondra***  Approval of notes for February 7, 2017—***no quorum to vote*** | |
|  | Accreditation Update   * Accreditation Institute, <http://asccc.org/events/2017-02-17-160000-2017-02-19-000000/2017-accreditation-institute>   ***Need to plan to disaggregate data using summer school as a pilot. Standard IB6 was a big stand out—emerging standard—don’t have to be perfect.***  ***Common theme of online instruction was noticed by Jason—need clear policies & processes to deal with online education and use of Canvas vs. non-Canvas—grades, instruction, & instruction design need to be within school’s firewall.***  ***Make sure all support services available to students are available online. Can buy online services from OEI, or can apply to be an OEI school and get services for free. We should qualify since more and more classes are offered online—could even take all GE courses online (if select the right classes offered)—need 50%+1 of courses in a degree program to be online to consider it an online program.***  ***Department meetings need to keep minutes rather than emails; and more detailed minutes.***  ***Annual report due at end of March (31st)—reduced by half to eliminate 250 word narratives and eliminated redundancy info—mostly data now. (see bullet below)***  ***Janet brought up Institution Set Standards set nationally.***   * Naming and Saving Evidence (posted)—Sondra Keckley   ***Sondra shared to handout created. Jason found out need to save screen-shots of website evidence to save on flashdrive.***   * 2017 Annual Report due in March (posted)—Kate Pluta * Setting Institutional Standards (I.B.3: The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER11).   ***See notes above on this. Janet is on this team.***   * Self Evaluation (SE): Liz Rozell and Jason Stratton   ***Standard IIA meet last week. Standard IIB leaders met. Standard IIC met-plan to meet every 2 weeks. Conversations among team members about where to go to find evidence?***  ***Need more students on teams. Jason plans to contact Nicky Damania.***  ***Training day on March 31, 8am-noon, come and go as can—teams could schedule time as weekly meeting. AIQ facilitates. Need all teams to meet.***  ***Documents need to have date of when created and initials of who created it.***  ***Make sure to respond to actual question/prompt. Don’t address what each program does, but make it college-wide. Shoot for 300 pages.***  ***Need Editor for Fall 2017 & Spring 2018. Will be compensated.***  ***Summer Institute for Accreditation—will be compensated***  ***Students need to meet the SLOs (outcomes) to pass the class, not just get passing grade.—Standard IIA-9. Assessment needs to assess approved SLOs (not “pocket” SLOs—what we are assessing that weren’t approved).***  ***Need timeline of due dates for teams to be accountable. Rough draft of SE due May 1st. Finish by mid-April to be able to fix up by May 1st.***  ***Will eventually have 2 evidence folders for each standard—one with evidence you actually use, and one with other evidence not used but may want to access later.***   * Quality Focus Essay (QFE): Janet Fulks   ***Needs to meet same deadlines as SE.*** | 75 min |
| 4 | Strategic Directions: Kate Pluta  ***Sub-group has not met.*** |  |
| 5 | Mark Staller  ***Mark will be stepping down from AIQ at end of semester due to health reasons. Need to find a new faculty co-chair.***  ***Went over SE timeline.***  ***We need more team members (faculty) in Standard IIA & IIC teams.***  ***Will be developing a monthly report from AIQ on SE info, and share with Academic Senate.*** |  |

krp, February 20, 2017