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

February 9, 2020

3:00 to 4:00 Zoom

Agenda

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| AIQ Members: Grace Commiso, Jessica Wojtysiak, Todd Coston, Sondra Keckley, Kimberly Nickell, Jonathan Brown, Talita Pruett, Jason Stratton, Brent Wilson, Laura Miller, Kim Arbolante, Patsy Garcia, Lindsay Ono, Gilbert Alvarado, Sheila Fuller, Regina Rivera, Jennifer Achan  **Present:** Jessica, Grace, Sondra, Kim N., Jon, Talita, Jason, Laura, Patsy, Lindsay, Sheila, Regina, & Jennifer  **Absent:** Todd, Brent, Kim A., & Gilbert |  |
| **Approval of Minutes from Nov. 17th**  Update Sondra was present. No other changes - Minutes Approved | 5 minutes |
| **Chair Report: Grace & Jessica**  **Spring AIQ Work Overview**   * ISS review, look at last years data make sure we are on track and see if we need to make any recommendations for adjustments. * Accreditation survey, this will be our other big project this term. This item scored us a lot of points in our last accreditation visit. We have revised and shorted our 2 previous surveys to create this one survey. We need to review the survey and make sure the line items are still correct and nothing is missing (i.e. Are all of the Dean areas correct, etc.) OIE will then evaluate the results. We are looking at the timeframe but at this point we are taking the recommendation of OIE to run the survey the week before and after spring break, essentially it would be open for 3 weeks. We may decide to revise that slightly after looking over the OIE calendar of surveys as 3 weeks is rather long.   **College Council Update**   * Financial Aid ISS was recommended by AIQ and approved by academic senate in Fall but it did not make the agenda for College Council in time for Fall so it is on the agenda for Feb 24th   **ACCJC Standards Review**   * ACCJC looking for individuals to evaluate the standards. Sondra is considering it, she is on a visit right now and feels there needs to be some cleanup as there are some redundancies. * We are due for our annual review for ACCJC. Craig/OIE usually handles that and reports to AIQ. Craig invited Grace to participate in the next webinar. Regina is interested in also participating. That will fall on Feb 16th at 1pm. * Jason asked if we have any plans to complete a mid-term report, as we are not required to, but it would help us when we do our next required report. The mid-term is usually used to address any recommendations, but we didn’t have any. There were concerns raised about how our work may change due to our current state in the pandemic and working remotely. The argument is that it would still provide us with a repository of the work we have completed and help us do a crosswalk in the end. We are above the curve in how we have handled the pandemic, even with our dip in enrollment, in comparison to the national average we are doing well. Sondra pointed out that no matter what we still must show that we are meeting the standards even in the midst of the pandemic, that we are meeting all accommodations, etc. so moving forward with this idea would give us an opportunity to highlight the great work that BC has done during this challenging time. Next steps: we all need to think about it and determine if this is the direction we would like to go. If so we will need to determine a timeline, workload, planning, identification of faculty/training, and then work with the president to potentially provide release time for those working on it. Thinking about all that we have done to address the pandemic and equity: wifi parking lots, chromebooks, etc. this could be a good move for us to capture that evidence now while it is still fresh.   **Starfish**   * Looking at adding a registration piece that would allow students to register directly from their ed plans. | 10 minutes |
| **Assessment Report: Brent**  Brent was absent as he now has a class conflict during this time slot but Jessica provided a report for him   * Jessica and Kim meet with Brent to discuss some questions the assessment committee had about the data. * Assessment is looking at creating one ISS for each of our 4 ILOs. They had questions more about what type of data set to use.   + As an example: if we offer 100 sections at BCSW but only 20 of them perform assessments, their concern was that those 20 may be weighted… Sooyeon came up with a way to weight the formula, if that is what we would like. Brent wanted to know if we should weight it or provide raw data? The response was it really doesn’t matter as long as there is a narrative. * Once determined then assessment would bring the data back to AIQ and we would provide recommendations for the aspirational goals. | 15 minutes |
| **Program Review Report: Kim**   * Set goals for spring semester, looking to have a resource request section rolled out in eLumen by March 1st. * This last year there were a few people who did not get their PR submitted and missed out on resource requests because of that, so PR does not want that to happen again. * They have started on a canvas shell to do training for PR editors etc. They will provide history behind PR and then how to go through eLumen, etc. * They are not going to make any additional changes this year. * It was asked if everyone in the department will have access to the canvas shell and Kim said yes, essentially it would be members working on PR. A list would have to be sent to them so that those people can be granted access. | 5 minutes |
| **Strategic Directions Report: Todd**   * Next cycle is underway. We have several whitepapers being created to identify new initiatives. This is a new process that is still being worked out. Jessica created the first whitepaper on the 8+8 semester model, as an example. * The current cycle is closing out and if you are a reporter you will receive a message soon from Todd to score your current initiatives. Do not forget you will also need evidence to go with the scores especially if they are complete. | 5 minutes |
| **Accreditation Survey**   * Survey only goes to faculty and staff and will be sent this term. Once complete the OIE rep usually analyzes the data and then brings to back to AIQ for review. AIQ will also need to work to scrub the open-ended sections to ensure no names and identifiable information is listed.   **Spring Survey Calendar**   * OIE has a sample calendar outlining all of the surveys being administered and taking into account length/timing. We plan to use this calendar if possible, to determine the best time to administer any surveys.   **Hope Survey**   * We participated in this survey last year. It is through the Project Hope out of the east coast. It is a research project but it also allows us to connect students to resources on and off campus. The survey looks at homelessness and basic needs of our students. * It is administered through Starfish and is more of an intake form not a survey. It is also always open therefore students can complete it at any time. * Off of the recommendation from the OIE survey calendar Grace will actively advertise the survey towards the end of March. Grace will send out instructions on how students can access the survey closer to the end of March. These instructions will also be sent to faculty so that faculty can encourage their students to complete the survey. | 15 minutes |
| **Additional Comments**:   * Jon: Suggestion - provided feedback about #thingsIwishmyteacherknew, asked if we could provide a survey to students that would be anonymous, unless they want to identify themselves, providing students with an opportunity to address faculty. It could bridge the gap between students and faculty. Suggestion made was if we move forward to bring in NickyD to synthesis the data and help support the effort.   + SGA usually does a survey of students so maybe we can incorporate this idea with that survey. Jessica offered to reach out to Nicky to start the conversation. |  |