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| **Accreditation & Institutional Quality Committee (AIQ)**  <https://committees.kccd.edu/bc/committee/accreditation>  AGENDA(Minutes in red)  Tuesday, 3:30-5:00, April 26, 2016 | | |
| 1 | Membership: Kate Pluta (Admin Chair), Mark Staller (Faculty Chair) Khaled Hussain, Anthony Culpepper, Liz Rozell, Todd Coston, Lisa Fitzgerald, David Neville, Kimberly Nickell, Grace Commiso, Jennifer Jett, Shannon Musser, Sondra Keckley, Manuel Zavala, Odella Johnson  *Vacancies: faculty2, classified 3, students 1*  Present: Kate Pluta, Mark Staller, Khaled Hussain, Anthony Culpepper, David Neville, Kim Nickell, Shannon Musser, Sondra Keckley, Odella Johnson  Missing: |  |
| 2 | November 24 Minutes (Nan); April 12 (Kim) April 12 minutes approved with changes (date for presentation to Leadership changed from April 29 to May 6)  Today’s Note Taker? Sondra Keckley  Treats: Sondra | |
| 3 | **ACCJC updates**— ACCJC Annual Report submitted by March 31 | Kate |
| 4 | **IEPI report—**see committee page Last year was 1st year for Institutional Effectiveness Indicators report; Stephen Waller presented to FCDC on Fri, Apr. 22, Institutional Effectiveness Data (handout on committee pg), but it didn’t go through AIQ; not sure if submitted to State Chancellor Office yet—due in June; We discussed where were the targets from? Were they the same as what AIQ submitted for ACCJC Annual Report?; Anthony Culpepper asked, “What interventions are taking place?” and are they based on this data? | Kate |
| 5 | **Guided Pathways—**2015 Year in Review—PowerPoint on committee page—see page 16 Nice PPt made by Lesley Bonds overviewing progress so far with Guided Pathways; May 16-19 is Professional Development Summer Institute w/ a Pathways theme—Wed. is College Systems Planning Workgroup made up of co-chairs (faculty & admin.) for Curriculum, Assessment, AIQ, PRC, counselling reps, and dept. chairs are encouraged; looked at slide 17 showing pathways on-boarding plan; discussed whether curriculum platform would be added to eLumen package—must be approved by all 3 Senates from the 3 colleges to be added | Kate |
| 6 | **Strategic Directions Report due April 21:** Did some/many/most/all come in? most in—37 out of 52 (we guesstimated 74%) & only had 20 submitted in fall semester; noted more evidence submitted than before—adding columns for evidence and action plan really helped  If not, do we follow up with missing reports? Yes, we should follow up—especially w/missing reports from Financial Aid, a few Deans, & President; Shannon will send follow-up email on Wed., Apr. 27, w/which reports received & which are missing, giving final deadline by Thurs., Apr. 28;  Timeline to analyze data & report out for May 6 presentation: Monica is working on spreadsheet w/scores for each initiative—can have scoring of already submitted reports done by Apr. 27; Shannon said Scorecard can be mostly ready by May 6 to show during presentation—probably not evidence and action plans, but at least symbols | Shannon |
| 7 | **Synthesized responses from Strategic Directions reports for presentation May 6** We have never given this report before, so what to do (how to analyze, what info to present) had a lot of discussion; questions asked/discussed for including in presentation= What data trends did we notice? Which reports we didn’t get. Show updated Scorecard. Show movement of improvement/work getting done by showing changes from fall to spring in color symbols (i.e. Not yet begun to Completed, etc.)—show % by notches? Would perpetually in progress & completed be the same for % data? What are the characteristics of perpetually in progress? How do we know whether perpetually in progress is improving?—need to look at evidence column (evidence submitted needs to be specific)—will make accreditation process easier—make sure all documents have dates & approval dates. Suggested committees should put their initiatives on agenda at start of yr & mark evidence w/ initiative #. Khaled asks, “Can we give feedback to all [stakeholders] so they see the importance of the report?”—perhaps create rubric/checklist—Kim will send example from PRC to help Khaled create checklist (this may not be needed as we evolved how to report out this year??). Since no mtg before May 6, how can we divide up the SD Reports & use checklist to notice trends & analyze reports? Do we give feedback by initiative? Do we ask people who submitted reports 5 questions on Survey Monkey to get feedback? Feeling overwhelmed, perhaps, we wondered should we just stick with data analysis this year?  Shannon suggested putting analysis in Renegade Roundup. Since no mtg before May 6, need to get together to create presentation—Shannon can have spreadsheet by Fri, Apr. 29, & Scorecard updated by May 6.  Final decision on how presentation should go=1. Narrative of how this (Strategic Directions) all came about. 2. Show Scorecard. 3. Q&A—Ask what will/can your committee do with this data? How will this info inform your decisions & goals? How can you improve evidence collection? | all |
| 8 | **Surveys:** one on District Office services to BC and one on BC services to employees BC Services survey will go out first before District Services survey; Kate made recommended changes & sent updated survey to AIQ members for review & approval—send feedback to bc\_aiq by noon on Wed., Apr. 27; will send survey out to BC staff Thurs., Apr. 28, morning—giving one week to complete; send reminders on Mon., May 2, & Wed., May 4; Kate has partial draft of District Services survey  Next meeting=May 10—will debrief on May 6 presentation, and look at survey data; adjourned at 5:02 | Kate |
|  | **Calendar for Strategic Directions:**   * Thursday, April 21: Year-End Committee Reports due to AIQ * April 26: Prepare Spring Committee Report Analysis * Friday, May 6: Second Annual Year-End Leadership Retreat; AIQ presents report to College Council, Committee Co-Chairs, and other college leadership |  |
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|  | *April 26 Sondra* |  |
|  | *May 10 Khaled* |  |