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| *DRAFT* Accreditation & Institutional Quality Committee (AIQ)<https://committees.kccd.edu/bc/committee/accreditation>Tuesday, 3:30-5:00, May 9, 2017 in L215 Bill Thomas Room |
| 1 | Present: Mark Staller, Todd Coston, Kim Nickle, Sondra Keckley, Grace Commiso, Talita Pruett, Jessica Wojtysiak**, Bill Moseley, Laura Lorigo****Absent: Kate Pluta, Janet Fulks, Dena Rhoades, Jennifer Jett, Keri Kennedy, Di Hoffman, Odella Johnson** | 5 min |
| 2 | Today’s Note Taker: Sondra KeckleyApproval of notes for April 25 minutes |
| 3 | Accreditation Update ANDPlanning for August Summer Institute  (Keckley and Wojtysiak)* Sondra and Jessica met with Jason Stratton and Liz Rozell
* Accreditation Institute canceled May 22-23; moved to Aug 9, 8:30am-4:30pm
* Jason and Liz contacting co-leads who are missing info in SharePoint
* Question for AIQ—What topics do you want to see for the break-out sessions at Aug 9 Institute?

Go through SharePoint to get guidelines. How to work within SharePoint (edit within). Appropriate evidence gathered?Evidence namingIn-text citations Headings and layout* Question for AIQ—Do you want to read drafts the week before Aug 9 to look for gaps, and then help teams at Institute?

Kim Nickle, Jessica Wojtysiak (won’t be at Aug. 9 though), Talita Pruett* Todd reminded us that the Reports folder is for reporting out progress (in past). Our plan to move final rough drafts to Reports folder might be ok, but maybe add a Ready for Editor folder?
 |  20 min |
| 4 | Debrief from Spring 2017 Strategic Directions Report to College Council  (Coston/Commiso/Rozell)* Uploaded to College Council page
* Original deadline April 20, extended to May 1
* 83% completion of reports
* Question: who is going to follow up with people who don’t turn in reports?
* No report turned in listed on College Council page
* Grace put out call for faculty to help next year, and for suggestions
* Idea: Set up hierarchy for standard with many committees—pick a lead committee responsible for that report
* Change log continued?
 | 10 min |
| 5 | Planning for 2017-2020 Strategic Directions  (Coston/Commiso/Rozell)* Who’s going to be in charge? AIQ?
* Todd has not yet talked with Sonya yet, but he is willing to take it on. Is it ok that not faculty as long as faculty on team?
* Won’t be as much work because not starting from scratch. Hopefully less time commitment. (Nice, since also doing Accreditation Report now)
* Reword for more Pathways language? Todd will ask Sonya.
 | 10 min |
| 6 |  2017-2018 AIQ Meeting Calendar (Wojtysiak)* Jessica sent out email with proposed dates
* Two a month, starting 2nd week of semester
* Jessica will talk to Mary Jo to get dates set and room reserved
* Kim Nickle used our schedule to schedule PRC on opposite weeks
* Snack sign-up at first meeting—Jessica will bring snacks to first meeting
 | 10 min |
| 7 | New Chairs for AIQ* Jessica Wojtysiak is new faculty co-chair
* No definite admin co-chair at this time
* Recommending Janet Fulks for admin co-chair
* Need to upload previous 3 minutes to AIQ page
 | 5 min |
|  | Adjourned @ 4:26 |  |

ms, May 9, 2017