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

August 29, 2017

3:30 to 5:00 in Levinson 40

Notes

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| 1. | Welcome & Introductions  Bill Moseley, Jessica Wojtysiak, Todd Coston, Keri Kennedy, Jennifer Rachel, Jonathan Schultz, Sondra Keckley, Talita Pruett, Janet Fulks, Dianthe Hoffman, Kimberly Nickell, Grace Commiso, Jason Stratton, Liz Rozell, Dena Rhoades, Jose Lopez, James Tompkins  **Present:** Bill Moseley, Jessica Wojtysiak, Todd Coston, Keri Kennedy, Jennifer Rachel, Jonathan Schultz, Sondra Keckley, Talita Pruett, Janet Fulks, Kimberly Nickell, Grace Commiso  **Absent**: Dianthe Hoffman, Jason Stratton, Jose Lopez, James Tompkins  Bill Moseley started the meeting with introductions of AIQ members  Welcome back to all returning members and welcome to new members in attendance today Craig Hayward, Jennifer Rachal, Jonathan Schultz | 10 minutes |
| 2. | Review Calendar & Notetakers  Notetaker:  8/29 Kim Nickell  9/12 Bill Moseley  Snacks:  8/29 Jessica Wojtysiak  9/12 Bill Moseley | 5 minutes |
| 3. | Approval of Minutes (5/9 & 4/25)  Notes approved with amendment if needed | 5 minutes |
| 4. | Review AIQ Charge   1. Ensure accreditation is an on-going process by guiding preparation of the self-evaluation, midterm, and follow-up reports. 2. Review and monitor collection of evidence and progress on Actionable Improvement Plans, accreditation recommendations, and institutional effectiveness indicators. 3. Inform, engage, and involve the college community in accreditation and institutional effectiveness. 4. Review and monitor evaluation activities to ensure they result in integrated, meaningful, and sustained college improvement.   The committee agreed that the current charge above is still relevant. | 5 minutes |
| 5. | Assessment Report  Bill Moseley reported out:   * eLumen, we are not there yet, anomalies of courses being paired up. 800 courses are being carefully scrutinized so that they are correct within eLumnen. * Training for eLumen will roll out in the next few weeks. The curriculum template that will be used in eLumen will be used for training to help with transition. A Word template is being created by the Curriculum Committee, and much of the work will be completed before launch. * Two prong approach to training: how do you develop curriculum and how do you put it in. | 5 minutes |
| 6. | Program Review Report  Kim Nickell reported out:   * Data was made available August 9 * September 5 @4:00pm in L149, Program Review will offer workshop to support the process | 5 minutes |
| 7. | Accreditation & ISER Report  Liz Rozell reported out:   * The Engagement Plan , Calendar and Organizational Chart were discussed (refer to chart in supporting documents: Bakersfield College Engagement Plan 2017-18) * Accreditation needs to be visible on campus * Community engagement plan…make sure website needs to be accurate and reflect what is going on. Campus-wide forums, emails, and Committee presentations are a few examples of what will take place. * Accreditation needs volunteers to be on board to speak at forums. * Community engagement team leads are needed. Talita Pruett has volunteered to do this. * Janet Fulks discussed that she and Sondra Keckley will be working with standard groups on their naming of evidence. * Norming exercises are scheduled for each standard * Sondra Keckley discussed problems with naming of evidence within ISER standard drafts. Evidence that isn’t being used within the document do not need to be named. Issues with some of the dialog within the standards include brevity vs storytelling. Interviews and anecdotal information could be used as evidence and hyperlinked to the standard. This could include interviews as a result of climate surveys. * The stories will show continuous self-checking and quality improving (CQI). * There’s not a lot of comparison of data within some of the standards, so Janet will work to address those issues. * Eligibility Requirements are usually separate and will assigned to Craig Hayward. Janet with verify with ACCJC. * Team members’ names and departments should be included for each standard | 20 minutes |
| 8. | Strategic Directions Report  Todd Coston reported out:   * 3 years ago came up 5 Strategic Directions with initiatives and the committee/entity identified with that initiative. Twice yearly reports on the progress of those initiatives. Those will expire June 2018. * Core team will begin getting ready for the next three year cycle. Keep the same 5 Strategic Directions but create new initiatives by visiting committees, holding forums, and culling down what is important for the next cycle. * Thursday August 31 is the first meeting. | 20 minutes |
| 9. | BC-KCCD Climate Survey  Janet Fulks:   * Using accreditation language to create survey, writing as each standard is written. This will fall in line with Standard IV. * 19 questions are on the KCCD Climate Survey * Should we do a college survey along with the KCCD survey? It would increase the survey to 39 questions * Making one survey could give different as responses vary in perspectives vary about KCCD and BC. * AIQ members are asked to review the KCCD survey and respond to Janet Fulks with suggestions/questions before the 9/12 AIQ meeting. It is found on the AIQ website, under supporting documents, titled “Proposed Survey” * The survey will be sent out on behalf of AIQ | 10 minutes |
| 10. | Wrap Up  Bill Moseley closed the meeting at 4:40 pm. | 5 minutes |