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

**Tuesday, October 14, 2014**

**3:30 p.m. – 5:00 p.m. in Levinson 40**

**Agenda**

Present: Kate Pluta, Janet Fulks, Kirk Russell, Rachel Vickrey, Odella Johnson, Kim Nickell

1. Review and approve minutes
	1. Today’s note taker: Kim Nickell
	2. Refreshments: Kim Nickell
2. Update on the Midterm Report
	1. Kate, Janet, Jennifer, Nan, John, Michael, Zav, Kirk, Bill, Kim, Anthony, Todd

Kate is continuing to update documents to the Midterm Report page. Included in these updates is a revised schedule that includes a change for the next progress report from the Midterm Leads from Oct. 27 to Nov. 3. The change was made so that Midterm Leads and Team Members can attend an all-day Midterm Report workshop/retreat on Oct. 31. We need to consider capturing the problems that bubble up in a document and we addressed them.

The last Midterm Leads meeting revealed good information for treating evidence using CutePDF, which can capture webpages, as well as other types of documents. The feedback about the Midterm Leads meetings has been positive. The attendees seem to glean a lot of good information.

Kirk reported on Standard II.B, and the work that has been done is progressing. He also commended the work of the Midterm Leaders on providing a model of formatting the information gathered to write the document. Kim gave an update of the work on Standard III.B.

* 1. AIQ is one of the two committees working on
* I.A Mission (with College Council) and

Kate reported that Standard I.A is almost finished, including the eligibility requirements.

* I.B Academic Quality and Institutional Effectiveness (with Program Review)

Again, Kate reports that Standard I.B is almost finished as well, but eligibility requirements still need work.

Drafts of each will be finalized and posted within SharePoint.

1. Strategic Planning🡪 Strategic Directions 2015-18; updated plan on AIQ site

Check the AIQ Committee page for regular updates.

The committee took time to look at the Strategic Directions Task Force document

1. Developing a college planning and evaluation calendar

Kate developed a Major Planning Process grid with columns listing when major events take place over the course of Every 3 Years, Annually, or More Often than Annually. The group discussed elements that could be added to the grid. A suggestion was made to recommend to Sonya the information in the statement Michael Self made about the importance of the Strategic Plan and how it drives the activities on campus. This could help to establish a timeline of the Major Planning Processes.

Rachel asked how we would treat special activities that occur occasionally such as SSSP, MIH, SEP, and others like these. Janet explained that they are to be considered annual events in the Major Process Planning. These special activities were then added to the grid, as well as rearranging activities that were connected so they were easily recognized in the grid.

The committee discussed recommending that each of the three-year cycle documents (EMP, Mission Statement, Strategic Goals), be reviewed – not revised or rewritten – every year to ensure that the document is helping direct the work of the college. There was no designation made as to what entity would revise them.

At this point, the meeting ended.

1. Updates from groups or committees whose work intersects with AIQ’s charge.

**Learning:**We foster curiosity, inquiry, critical thinking, and creativity within a safe and rigorous academic environment so that we might be empowered to radically transform our community into one that gives voice and power to all people.

**Calendar of meetings 2014-15**

September 2, 16 & 30 January 20

October 14 & 28 February 3 & 17

November 18 March 3 & 17

December 2 April 7 & 21

 May 5