Accreditation & Institutional Quality  
Sept. 15, 2015

Attending: Kate Pluta, Mark Staller, Dave Neville, Manuel Zavala, Liz Rozell, Sondra Keckley, Kim Nickell, Todd Coston, Anthony Culpepper, Zav Dadabhoy, Nan Gomez-Heitzberg

Today’s Note Taker: Shannon

**Update on Midterm Report:**

Kate sent out email. Report was submitted to Board Docs. Subcommittee of BOT looked at reports. Midterm report passed BOT. Betty Inclan sent her notes in an email; she also had some suggestions for changes. Kate added some information to page 15 in response. Kate is taking her changes to Academic Senate & College Council. Betty also had suggestions on District Recommendation 4. We do not have to make the changes.

After report goes to Senate/Council, it has to be finalized and sent to ACCJC by Oct. 15.

**Calendar – Finalize report form, send to committee chairs:**

We need to develop a consistent format to send to committees & individuals.

Shannon will take the forms and convert them into the final format, and create forms for the individuals. She will send these to Kate by Friday. Kate will send out to committees & individuals next week.

We also need a file naming convention: 1516-CommitteeName-SDReport

Include direction information?

Looking at AIQ – includes direction information.  
Committee name on top.  
Additional info at the bottom.  
Drop down menu.

For initiatives that more than one committee/person is working on, they should work together to score. They should be working together throughout the year. Make sure committee report lists other committees/people responsible as well.

Add in initiative number column for additional initiatives – sometimes a committee may be working on something that connects to an initiative, but they’re not necessarily being called out on that initiative currently.

Make sure 4.13 (All Committees) is listed for all committees! Should also go for all titles.

For additional initiatives, committees/individuals can list anything from their charge or from their goals.

Numbering scheme for initiatives should include the direction (4.12 instead of 12).

When reports are completed, we will add in the icons on our end.

Report submission process no longer includes “what we’re working on” portion, then “what we completed” portion. This report, from Nov. 12, will include current scoring. Anything with red/yellow will require an action plan.

Shannon sends templates to Kate on Friday (9.18). Kate sends out next week (Tuesday – 9.22. Program Reviews are due on Monday).

These reports are due to us November 12.

AIQ will then complete an analysis.

Friday, Dec. 4 – report to College Council.

AIQ will do an evaluation of this process at the end of the year. Changes to the process would be submitted to Academic Senate and College Council.

This process is oversight & accountability (part of our charge). Midterm has been accepted, so that part of our charge is set.

This reporting process will be our primary issue/activity this year.

As we plan this, we should look at when other things are do so that those in leadership roles do not get overwhelmed. Let’s keep this in mind as we set our deadlines.

Meeting adjourned early at 4:47.