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

**Tuesday, September 30, 2014**

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

**Draft Minutes**

**Present:** Nan Gomez-Heitzeberg (co-chair), Kate Pluta (co-chair), Zav Dadabhoy, Todd Coston, Michael Self, Kirk Russell, Jennifer Jett, Shannon Musser, Odella Johnson, Anthony Culpeper, Kim Nickell, Janet Fulks

**Absent: (**Lisa Fitzgerald), John Carpenter, Bill La, David Neville, SGA reps Trina Goree and Roshelle Czar

1. **Reviewed and approved minutes—September 16, 2014**

Today’s note taker: Rachel Vickrey

1. **Update on the Midterm Report**—Kate Pluta reiterated that for the Midterm Report, there will no site visit by ACCJC, and we will have no new Improvement Plans. We are to work on the ones from the 2012 visit and follow-up report. A form will be developed for the team to fill out and document any gaps, problems or issues that are discovered. The form will document how it was fixed. Next deadline for drafts is October 10.

**Action Item: Glossary items were sent as email. AIQ members plan to bring these to meetings regularly.** Note student achievement definitions.

**Review e-mail from John Carpenter, Curriculum co-chair** about updating Program Level Outcomes in light of state backlog. State will not be able to review any changes in a timely manner.

1. **Current Institutional Effectiveness Indicators: Scorecard**

Janet Fulks presented what is currently on the website. The scorecard has four aspects: Student Learning Outcomes, Student Progression and Completion, Operational, and Perception Surveys including CCSSEE. A new survey will be out in about one week to measure perceptions. Student Learning Outcomes includes Goals from ACCJC. Operational section includes internal indicators ranging from student ethnicity to finance.

A concern was raised that matriculation data from Fall 2014 has not yet been entered, and next year’s funding will be based on what has been entered in October 2014. Banner and SARS are not yet integrated at this district, although this integration exists at other colleges. The Vice Presidents met with Sean James, who said he would have some answers in two weeks.

**Action Item: Zav Dadabhoy will report what has happened at the next meeting.**

Another concern is that the SARS interventions at the Tutoring Center are not tracked well because the Tutoring Center uses Accutrack to keep track of tutor contacts, not SARS.

1. **Strategic Directions 2015-18** is the name of the new strategic planning document. Draft One is available at the committees webpage (link at employee tab on insideBC), and Draft Two has been sent to the President. The previous strategic focus updates were annual updates, the new Strategic Directions document is comprehensive.

**Deliverables: Changes to the mission need to be changed everywhere for consistency. (This relates also to college integrity.)**

**Discussion of the relationships between the Educational Master Plan, college strategic plans and the district strategic plan**. Michael Self suggested that it is the strategic plan that drives the college, and the other plans define how each element will accomplish the implementation of the strategic plan. The Ed Master Plan is specific to instruction. Facilities plan, technology plan, professional development plan and others are specific to their area. Nan Gomez-Heitzeberg reminded us that the district strategic plan is now designed so each college can develop its own plan and metrics.

1. **Developing a college planning and evaluation calendar**

Possibility of a planning calendar was discussed at College Council, and they are amenable. We need a (possibly 3-year?) calendar of what we are doing now, and then we can consider how the pieces fit and how we might improve the order.

The 2009-10 Educational Master Plan has a roadmap(Appendix B) which includes charts of the cycle of strategic plan, ed master plan, and accreditation midterm and self-evaluation reports. Though the strategic plan is no longer included in the current Educational Master Plan, Appendix B can be a guideline for this new planning calendar.

As we move forward, we can develop a coherent timeline for the various plans. The current Educational Master Plan will drive the new Strategic Plan (Strategic Directions). Cycles can be planned appropriately.

**Action item: Kate will create a draft based on the discussion.**

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

\*SARS alerts are proving very popular, especially faculty recommending Critical Academic Skills workshops; the most frequently recommended workshop by faculty is the Plagiarism workshop.

\*Glitch with freshman getting “Academic Disqualification” notices, wrongly triggered

\*Making it Happen (MIH) is umbrella term, Habits of Mind remains co-equal in importance

**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 February 3 & 17

October 14 & 28 March 3 & 17

November 18 May 5

December 2

January 20

April 7 & 21