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| **Accreditation & Institutional Quality Committee (AIQ)**<https://committees.kccd.edu/bc/committee/accreditation>MinutesTuesday, 3:30-5:00, April 12, 2016 |
| 1 | Membership: Kate Pluta (Admin Chair), Mark Staller (Faculty Chair) Khaled Hussain, Anthony Culpepper, Liz Rozell, Todd Coston, Lisa Fitzgerald, David Neville, Kimberly Nickell, Grace Commiso, Jennifer Jett, Shannon Musser, Sondra Keckley, Manuel Zavala*Vacancies: faculty 3, classified 3, students 1*Present:Missing: |  |
| 2 | November 24 Minutes (Nan); March 29 (Khaled)Today’s Note Taker? Kim NickellTreats: Kim |
| 3 | **ACCJC updates**—see documents online; ACCJC visit for baccalaureate* ACCJC held an Accreditation Workshop on April 1 for the upcoming Accreditation cycle. Attendees included several community colleges.
* ACCJC Training Packets are available for anyone who was unable to attend.
* ACCJC provided each college a thumbdrive with all necessary documents for the upcoming cycle. Kate has uploaded the information on the AIQ committee page.
* A change to the Accreditation process includes the writing of the Quality Focus Essay, which includes student learning and progression of completion which is Strategic Direction 1.
* Baccalaureate for Automation starts in fall; this will result in a different perspective for us for accreditation
 | Kate |
| 4 | **AIQ Strategic Directions Report due to AIQ April 21; AIQ can complete its report at its April 12 meeting.*** The committee took a look at our Strategic Directions report and worked on completing the areas that needed attention
* 1.11 no action needed
* 4.11 no action needed
* 4.12 a, b Action Plan: Need for College Institutional Researcher
* 4.13 Evidence: Posted ACCJC letters and documents, dates set for completion of our tasks and dates set for others to complete and submit reports. Action plan: Develop Annual Calendar to include all committee important dates and report our internal deadlines
* 4.15 Action Plan: Spring Survey to use as a tool to analyze BC climate and report finding in fall
 | all |
| 5 |  **Synthesized Strategic Directions report and presentation APRIL 29; reminder email needed.** * Shannon will put out the email to remind committees of the April 29 College Council Closing the Loop meeting
* Several AIQ members will speak
 | Shannon |
| 6 | **Quality Focus Essay*** Mark presented what he and Kate reported out to College Council about the QFE. The off blurb is posted to the College Council committee page. The essay is somewhat of an action plan for the 2 or 3 things that bubble up in the accreditation process that may need to be tackled, making sure to link those back to student learning.
* Mark also presented a PPT at College Council that explains AIQ, its timeline, work that needs to be accomplished for accreditation. Our focus should be on sustainable quality improvement. (Please see College Council for documents and PPT pertaining to this presentation)
 | Mark |
| 7 | **Surveys:** one on District Office services to BC and one on BC services to employees* The committee reviewed the Accreditation 2014 survey for District Services. It was decided that the question pertaining to Institutional Researcher is not needed since we have an IR vacancy at the college.
* We discussed the need for demographic information from college employees
* We examined the directions and how we approached Standard IV.2
* The Bakersfield College services survey of 2011 and 2012 were kept the same to use as a comparison of responses
* The District Services Survey will go out first
* We discussed the work Sondra completed (thank you, Sondra) and the inclusion or exclusion of employee names connected with the survey
* The scale Strongly Agree to Strongly Disagree was looked at and it was debated whether to include Neutral
* The survey is meant to provide constructive information for services. By using the scale in a purposeful way, we may get better feedback.
* We should keep the focus of the survey at more of a personal level and the questions should reflect as an employee, how the services provide for them
* The survey will be presented as a list of the entities with choices to rank and then a dialogue box for explanation
 | all |
|  | **Calendar for Strategic Directions:*** Thursday, April 21: Year-End Committee Reports due to AIQ
* April 26: Prepare Spring Committee Report Analysis
* Friday, April 29: Second Annual Year-End Leadership Retreat; AIQ presents report to College Council, Committee Co-Chairs, and other college leadership
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|  | *April 12 Kim* |  |
|  | *April 26 Sondra*  |  |
|  | *May 10 Khaled* |  |