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| **Accreditation & Institutional Quality Committee (AIQ)**<https://committees.kccd.edu/bc/committee/accreditation>Tuesday, 3:30-5:00, December 8, 2015It was a great meeting! |
| 1 | Membership: Kate Pluta, Nan Gomez-Heitzeberg, Zav Dadabhoy, Anthony Culpepper, Liz Rozell, Todd Coston, Lisa Fitzgerald, David Neville, Kimberly Nickell, Janet Fulks, Mark Staller, Bill La, Jennifer Jett, Shannon Musser, Sondra Keckley, Manuel ZavalaPresent: Kate Pluta, Liz Rozell, Todd Coston, Kimberly Nickell, Shannon Musser, Sondra Keckley, Bill La |  |
| 2 | November 24 Minutes Nan Gomez Today’s Note Taker? Kim NickellTreats: Kate-Thank you, Kate! |
| 5 | College Council and Committee Chairs’ response to AIQ’s Strategic Direction Report (December 4)Recommend Strategic Directions group work to revise process.* Shannon Musser rocked it!
* Kate presented a document summing up what happened at the meeting (see AIQ committee page for this document), FAQ’s, what worked, what could be improved. There still seemed to be confusion by some of the participants that day about what they were responding to during the sticky wall portion of the meeting.
* Ideas about how to get committees to work together to meet strategic directions: By common strategic direction, committee chairs meet
* Do a pie to represent whether a strategic direction is completed, in progress, not started to represent each committee or entity working on it. It would include what committee is doing what, where they are in completing it, show different work being done on same strategic direction
* We were confused by “I never got an opportunity to respond” response to improvement of the process.
* There could have been a better job at vetting goals and initiatives
* Kate did a statistical analysis- 6 goals, 32 initiatives a year
* The revised form needs to be ready by January 26, 2015 to the committees so they will have time to meet to work out kinks by April 21, 2015.
* The next cycle, committees will receive their previous report template instead of new form and work from there.
* Sub-committee for Strategic Directions.
* Before January 26 meeting, sub group meets and bring ideas to Feb. 9 AIQ meeting, then get information out to the committees. Fine tune the form, have some training,
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| 6 | Preparing for the survey on college services and district services provided to collegeThis fall: letting college knowSpring: probably March—survey**Potential List (some new ones):**1. Bookstore,
2. Safety (Parking, Security),
3. Helpdesk (ISIT Questions),
4. M & O (Work orders, Repairs, Cleanliness, and Maintenance),
5. Curriculum Review,
6. Enrollment Services (Assessment, A & R)
7. BC HR,
8. BC Business Office,
9. Marketing and Public Relations (Web, Graphic Design, Media Public Relations),
10. Print Shop,
11. Foundation,
12. Event Scheduling,
13. Mailroom,
14. Child Care,
15. *\**Media Services,
16. \*Instructional Technology,
17. Financial Aid.

\*Added at Academic Senate meeting, November 18, 2015* Use last year’s survey questions as a model, but there were issues that need to be addressed.
* How to approach areas that have several different services within (Security, parking, etc.)
* District vs College- the survey needs to be set up to not confuse the two. Two surveys? Phase 1 District, Phase 2 College. Make them distinctly different by color. Send out the college survey first. Send out at different times, putting a few weeks in between.
* Use a description to clarify as to what area each section of the survey refers
* What words to use (effective, ineffective, not applicable)
* The length may determine how many people will actually answer it
* Action item: Kate will send out a BC all before the holidays informing of survey. No reply all.
* The right people to send the email out to that the survey is coming. BC all? Just the areas being surveyed? Do we get feedback from those areas about what to include on the survey? This may cause an avalanche of questions, but the result could be invaluable information about who we are surveying and what questions the different services would like to be included in the survey.
* Action item: Kate will send out a draft of survey email for us to review.
* We hashed out the process, who, what, where and why of the services we are evaluating. What services did we miss? What’s the perspective? As a single employee? As a department? Will this mean more explanation within the survey? The email and survey should be crafted to explain these things to survey participants.
* Demographic data at the front
* Add Library to the list
* Add Outreach
* Two things to work on for spring 2016: The Strategic Directions Report and these two service surveys. The new IR person will be working on the surveys.
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|  | **Calendar for Strategic Directions fall and spring reports.*** ~~September 15: Finalize report.~~
* ~~September 23: Send report form to Committee Chairs and others responsible for reporting out on Strategic Directions Initiatives.~~
* *~~October 2, 10:30-12:00 Committee Chairs meeting~~*
* ~~Thursday, November 12: Committee Reports due to AIQ~~
* ~~November 24: Prepare Fall Committee Report Analysis~~
* ~~Friday, December 4: Present report to College Council~~.
* January 26: Prepare spring report and send to Committee Chairs.
* March: Survey
* Thursday, April 21: Year-End Committee Reports due to AIQ
* April 26: Prepare Spring Committee Report Analysis
* Friday, May 6: Second Annual Year-End Leadership Retreat; AIQ presents report to College Council
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