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| **Accreditation & Institutional Quality Committee (AIQ)**  <https://committees.kccd.edu/bc/committee/accreditation>  AGENDA  Tuesday, 3:30-5:00, February 9, 2016 | | |
| 1 | Membership: Kate Pluta (Admin Chair), Faculty Chair—Mark Staller, 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: Mark Staller, Liz Rozell, Todd Coston, Kimberly Nickell, Shannon Musser, Sondra Keckley, Jennifer Jett, Manuel Zavala, Kate Pluta*  *Missing: Khaled Hussain, Anthony Culpepper, Lisa Fitzgerald, David Neville, Grace Commiso* |  |
| 2 | November 24 Minutes (Nan); January 26 Minutes (Shannon)  *Today’s Note Taker? Liz*  *Treats: Kate*  *Approved 1/26 minutes.* | |
| 3 | ACCJC update—our status, 18-month plan for schools to make up deficiencies, Chancellor Harris  *We received letter continuing our accredited status from ACCJC.*  *Brice Harris testimony on ACCJC* |  |
| 4 | Revising the Strategic Directions Report—see version 29 and 2.2 notes for title changes  *Looked at updated document and change log.*  *New example scoring/action plan template*  *-V2 has tabs for Fall 2015, Spring 2016*  *-add a tab for instructions*  *-committee decided to use V2*  *– send to committee chairs on February 22, 2016; spring reports due April 21, 2016.*  *Liz Rozell will update the SD cross classification table.* |  |
| 5 | Scheduling training/workshops  *Discussed how to do the trainings – by groups or by strategic direction.*  *Goals: How to fill out the form and working with other groups in the same direction.*  *Todd Coston suggested making videos on how to fill out the form and send to the committees/councils/leadership positions. He will do this.*  *Todd demonstrated Jingproject.com.*  *“Trainings” will be allowing all groups in one strategic direction to discuss the scoring and action plans for the next year.*  *Brainstormed on logistics: Decided to use five rooms for each Strategic Direction for discussion. Scheduling in the Business building on Friday, March 4th from 8:00 a.m. – 12 noon. Send out flier to chairs and leadership positions announcing the training/workshops.*  *Jennifer Jett will reserve the rooms.*  *Mark Staller is doing the flier.* |  |
| 6 | Surveys—see uploaded DRAFT survey from 2014 that includes list of BC services | 30 |
| 7 | Spring: 2 surveys: one on District Office services to BC and one on BC services to employees  probably March  **List of College Services (December 10, 2015)**   1. Bookstore, 2. Safety (Parking, Security), 3. Helpdesk (internal and external), 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 Development Center, 15. Media Services, 16. Instructional Technology, 17. Financial Aid, 18. Facilities, 19. Library, 20. Food Service (Cafeteria, , Special Events), 21. Outreach, 22. Deans’ Offices, 23. President’s Office support staff   Instruction-focused:  Renegade Room  *Compared/discussed our list of services to the old survey monkey form (question #6).*  *Sondra Keckley will these two lists into one & alphabetize for the next meeting.*  *Adjourned at 5:00 p.m.* | 30 |
|  | **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 25: Strategic Directions Task Force work on report format and contents~~ * **February 9**: For AIQ approval: Prepare spring report and send to Committee Chairs * March: Surveys * 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 |  |
|  | **Treat Schedule**:  January 26 Liz |  |
|  | February 9 Kate |  |
|  | February 23 Mark |  |
|  | March 8 Todd |  |
|  | March 21-25 spring recess |  |
|  | March 29 Shannon |  |
|  | April 12 Kim |  |
|  | April 26 Sondra |  |
|  | May 10 Khaled |  |

Rev. February 8, 2016 krp