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| **Accreditation & Institutional Quality Committee (AIQ)**<https://committees.kccd.edu/bc/committee/accreditation>Tuesday, 3:30-5:00, October 11, 2016Minutes |
| 1 | ***Kate Pluta, Mark Staller, Liz Rozell***, ***Todd Coston***, Di Hoffman***, Kimberly Nickell, Sondra Keckley, Grace Commiso***, Odella Johnson, ***Jennifer Jett, Shannon Musser***, ***Dena Rhoades, Laura Lorigo, Keri Kennedy (***Those ***bold and italicized*** in attendance) | 5 min |
| 2 | Today’s Note Taker? ***Kim Nickell******As we reviewed the notes from Sept. 27, we hashed out treats for upcoming up AIQ meetings. Check the AIQ Committee page for list of snack bringers. It was suggested that if you bring snacks, take notes.***Approval of notes for September 27 – ***Grace Commiso moved, Ker Kennedy second- Sondra did a fabulous job with them. The ayes had it.*** |
| 3 | Discuss where to post BC Services Survey results and the necessary supporting documents.* ***Kate just posted a summary. Mark made some suggestions for the conclusion.***
* ***Fast facts- data at the top or end? Everyone agreed to keep them at the top.***
* ***Conclusion indicates (in yellow) where to find survey results***
* ***AIQ page will house results? Send link in email to BC all. Shannon suggested housing results on Score Card page. Discussion for procedure of documents. Decided that under perception on Score Card page may make sense.***
* ***Kate will work on survey results document to send to Shannon. They will be posted to Score Card, and the link sent out in a well-crafted email to BC.***
* ***No District Survey will be conducted by AIQ***
 |  10 min |
| 4 | Evaluate and give feedback on draft email to be sent to Strategic Direction reporters. Email should include reporting due dates, reporting.* ***Mark presented a rough draft of email to go out to Strategic Directions Reporters.***
* ***Due date November 10, 2016.***
* ***Blank form? No, every committee will receive their specific forms. Shannon is working on the spreadsheets.***
* ***There will be a specific email through which all Strategic Directions reports will be sent.***
* ***Spring reports are due April 3, 2017.***
* ***Should we discuss the difference between reports in email? Fall focus on Action Plans, and spring focus on Evidence and Action Plans.***
* ***Mark went on to discuss some of the feedback quotes about the Strategic Directions process.***
* ***Discussion about how committees could get together with the timing of the Nov. 10 due date to discuss how each area contributes on an area of the report. It was decided to go with a Nov. 17 due date as timing is an issue. The final reports may be housed on the AIQ committee page.***
* ***Discussion on how to encourage committees to meet with each other as they work on their reports. This may wait for spring report.***
* ***Workshop it? Link to Score Card so people can refer to the previous reports for examples. Send email with information about workshop, telling attendees details coming. The committee considering October 27th in the afternoon, 2:00-4:00 pm. Call it Strategic Directions Collaboration, “Get it (Git ‘er) Done”***
 | 20 min |
| 5 | Accreditation Planning: Evaluate Self Evaluation process and proposed calendar* ***Proposed calendar for Accreditation Self Evaluation. Kate drafted a calendar dated Sept. 27, 2016 outlining possible timeline of events. The committee discussed some of the specifics.***
* ***Faculty lead stipends? Special comps should be board approved. Dena suggested getting a general approval early for leads and editors without specific names. How should we divvy the stipends across semesters for faculty leads, editors?***
* ***Editor should be decided upon early to give consistent voice. Looking at appointing someone in January.***
* ***Due dates may be earlier than expected. ACCJC will be consulted (Nan G.H.).***
* ***Visit Academic Senate, College Council to introduce plans. Looking at dates after Nov. 8 election. Nov. 18, Dec. 2. Academic Senate on a Wed. College Council on a Friday.***
* ***Discussed how Leads, AIQ, Accreditation Co-chairs of the Self Evaluation Committee will focus***
* ***How will we use the Quality Focus Essay to tie initiatives? Teams will do the research.***
* ***Looking at Feb/March 2018, we need to think how we will do College review and feedback. We didn’t do this last time because of time crunch. Maybe we chunk it out in sections. Forums? Online? Senate and College Council meetings, getting approval in April 2018.***
* ***First run through (rough draft) maybe due before summer 2017? Before finals, May 1, 1017? Who is turning it in? Co-chairs, teams? Template with bullet points of what will be included in the report and tentative evidence that will be used.***
* ***March 2017 Accreditation Laboratory can frame or model how the rough draft should look for May.***
* ***In past accreditation activities, AIQ reported out on the process as it went with teams, chairs etc. who reported problems as they bubbled up. AIQ can work to help resolve or give advice on issues.***
 |  30 min |
| 6 | Pathways survey report—Janet Fulks (will need to be carried forward to next AIQ meeting)- ***Tabled until a later date. She is at a conference.***  | 10 min |
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mls, October 10, 2016