**Accreditation Steering Committee**

**Tuesday, May 6, 2014**

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

**Draft Minutes**

**Present:** Kate Pluta and Nan Gomez Heitzeberg (co-chairs), Odella Johnson , Shannon Musser, Kirk Russell, Bill La, Lisa Fitzgerald, Rachel Vickrey, Kim Nickell, Sue Granger-Dickson, and Todd Coston

Absent: Andrea Garrison, Bonnie Suderman

1. **Review and approve minutes—**Darren (February 12, 2013 note taker), Bill (April 22).

*Today’s note taker: Sue Granger-Dickson*

1. **Program Review liaison report—**Kim Nickell reported that the committee is currently working on the processes of the annual update and the pilot Three Year Program Review. The committee is continuing its work on a Training Handbook and correcting the master list of Bakersfield College Programs. Kate added that the Program Review committee has developed a “wish List” that includes the ability of chairs and departments to complete the entire process online with a drop down menu of questions appropriate for each program. A discussion occurred about the ability of Program Review to integrate with CurricUNET.
2. **Implementing AIQ-** The final charge for the committee with approval dates was reviewed. In reviewing the charge Kate stated:
* The committee has started work on the Midterm Report (see #4 below)
* The Actionable Improvement Plans will become part of the Institutional Effectiveness Indicators and will be on BC’s scorecard.
* The charge to inform, engage and institutionalize accreditation will be present on the scorecard and AIQ will be responsible.
* New ground for the committee will be the activities of reviewing and monitoring. This is actually closing the loop and for facilities, grants and technology this will occur at Friday’s FCDC Meeting.(**did I capture this correctly?)**
1. **Planning for the Midterm Report-Kate** The planning for the Midterm Report has already begun. Kate referred the committee members to the May 5, 2014 Midterm 2015 Team draft listing primary and secondary project leads for the Standards. The committee discussed this structure and how it will create succession for the future, continue to embed accreditation within the life of the college and as this new structure will involve many more people in process it will improve the numbers of faculty, staff and administrators informed about accreditation as a whole. It was clarified that the role of the secondary person was to act as a support person for the primary lead. There will be a Mini-Accreditation Institute planned for May 29, 2014, from 9:00-3:00 pm.

**Action Item:** Kimberly Nickell will send out to the committee a handout that she created on the New Accreditation Standards including links to a PowerPoint presentation she attended at a recent conference.

1. **Update on the Mission Statement Development Process-Kate and Nan:** The Mission Statement Review Team met on Monday, May 5. The team gathered information on proposed changes and recommendations for the revision of the mission statement from the recent survey, from feedback from all governance committees, the Academic Senate, and College Council. The team plans to meet once more and then the final Mission Statement will be revealed on Closing Day, May 16. The two draft options for the Vision Statement will go to Academic Senate for an electronic vote and then to College Council. David Koeth has volunteered to do the design.
2. **Discussion of Evaluation Survey Results—**The committee discussed how best to send out the evaluation survey results and the lessons learned document to the college community.

**Action Item:** Nan will draft an email to share the information on the evaluation survey results and what we have learned (i.e. Lessons Learned document) to the college community.

**Action Item:**  Kate will send an email to Sonya asking her if she received any feedback from the Visiting Team Chair.

1. **Actionable Improvement Plan Reporting Grid-Kate—**Kate reported that both the Academic Senate and College Council have reviewed the Actionable Improvement Plan reporting grid. This document is approved and now has to be implemented. The committee discussed the process of sending out an email to the committee chairs/administrators responsible and asking for an update with documentation to be completed by a certain date.

(**Question-was someone assigned to do this? Was it put off until next fall?)**

1. **Action Items from April 8**: Shannon Musser discussed the committee reports web site and possible ways we could develop a search documents function. Kate reported that the Midterm Report will need a new web page. The committee then discussed the four different sites where accreditation information is housed and the functions of each site.
	1. **SharePoint**
	2. **Accreditation.edu**
	3. **The AIQ Committee page**
	4. **Accreditation shell on the BC webpage**

The meeting was adjourned at 5:00 pm