

Accreditation Steering Committee
Approved Minutes
January 25, 2011
3:30 p.m. - 5:00 p.m.
Collins Conference Center

Attendees: Sue Granger-Dickson, Joyce Ester, Kate Pluta (co-chair), Kirk Russell, LaMont Schiers, Rachel Vickrey, Ann Morgan, and Hamid Eydgahi.

Absentees: Nan Gomez-Heitzeberg (co-chair), Diana Kelly, Klint Rigby, Bonnie Suderman, Bernadette Towns, and Rene Trujillo.

New Members: Rebecca Mooney, SEC Co-chair; Sean Hill, SGA general counsel

1) Review and approve December 7, 2010 minutes

Minutes of December 7, 2010 were reviewed and approved with minor changes in attendance (Hamid Eydgahi and Ann Morgan were both present).

2) Report on action items from December 7 meeting (see minutes)

- **Timeline revision: LaMont discussed revisions for items 4, 5, and 6.**
- **Draft Accreditation Steering Committee Philosophy Statement - Reviewed and recommended a few edits - agreed this rewritten draft reads very well.**
- **Faux Survey Monkey for ASC members - Agreed to give to Becky as a tool to distribute to the appropriate committee, possibly Assessment Committee.**

3) Wrap up of semester's accomplishments—end-of-term report for College President and Academic Senate. Some ideas to get us started:

- Attended ACCJC training.
- Reviewed recommendations, planning agendas, and Midterm Report 2009.
- Met with co-chairs of IEC, Curriculum, and Assessment.
- Developed SEC charge and faculty co-chair job description.
- Working to embed accreditation in college life with reports to
 - College Council
 - Academic Senate
 - FCDC
 - Board of Trustees
- Developing philosophy.

More accomplishments included:

- **Flex Workshop with CurricUNET demonstration at beginning of fall semester**
- **Created multi-year timeline of accreditation tasks and events**
- **Developed calendar for AY 2010-11 and AY 2011-12**
- **Developed template for recording evidence**
- **4-page handout describing standards**

Action Item: Kate will bring a revised list of accomplishments to the next meeting.

4) Review status of SEC

Status of Volunteers: Becky entered the information from the sign-up sheets distributed Opening Day into a matrix.

Call for Participation - Reviewed draft "Help celebrate and improve BC!" email asking for collegewide participation. Becky will send this to bc_all January 31 (Census Day).

5) Identify process for addressing issues referred to ASC.

When items or issues are referred to us, what process or criteria will we use to determine if we should solve the problem or refer it to another group or person? If we are the appropriate group to problem solve, what do we do with our solution? Is it a recommendation? If so, where is it sent?

Agreed ASC will review issues on a case-by-case basis and decide upon the appropriate referral for the issue.

6) First issue referred to ASC:

What is the purpose of the Unit Plan and Program Review processes?

How are they related? Should they be related? If so, how?

Establish college definition of a program.

Unit plan template: http://bakersfieldcollege.edu/irp/Unit%20Plan/a1_UnitPlan.asp

Program review template: see email

ASC will review this when the IEC Co-chair is able to attend.

Action Item: Ann will send the Master Planning Processes Timeline to ASC after the February 8 meeting.

7) Things to think about

a) How we communicate with standing committees

b) How we develop/design/update a website

c) How we help to improve college communication

8) Adjourn

Next Meeting: Tuesday, February 8, 2011
3:30 p.m. - 5:00 p.m. in Collins Conference Center