

Accreditation Steering Committee

Approved Minutes

February 8, 2011

3:30 p.m. - 5:00 p.m.

Collins Conference Center

Attendees: Nan Gomez-Heitzeberg (co-chair), Kate Pluta (co-chair), Joyce Ester, Hamid Eydgahi, Sue Granger-Dickson, Sean Hill. Rebecca Mooney (SEC co-chair), Ann Morgan, Kirk Russell, Bernadette Towns, Rene Trujillo, Rachel Vickrey

Absentees: Diana Kelly, Klint Rigby, LaMont Schiers, Bonnie Suderman

Recorder: Candice Sifuentes

1) Review and approve January 25, 2010 minutes

Minutes of January 25, 2010 were reviewed and approved with minor changes to the correct spelling of Rene's name and Sean Hill's SGA title. Sean Hill's SGA title is SGA General Counsel.

2) Report on action items from January 25 meeting

Kate will bring a revised list of accomplishments

The Fall 2010 ASC Accomplishments were distributed. Included in the list was the progress made on College Goal #7. It was agreed that this list would be the second quarterly report from ASC to the Academic Senate and College Council.

Action: Kate to send second quarterly report to the Academic Senate. Kate will give the second quarterly report to the College Council at their next meeting.

3) Philosophy

Suggested changes to the philosophy were distributed to the group. The document suggested to break the philosophy statement up into three paragraphs and to change some wording. The committee agreed to change the first sentence to read, "The Bakersfield College Accreditation Steering Committee (ASC), a standing governance committee, ensures that the accreditation or self-evaluation process is woven into the fabric of college activity with its focus on the improvement of student learning and success." After further discussion on paragraph two it was decided that Ann and Sue would continue to work on the philosophy statement and send it out to the committee Thursday afternoon (Feb. 10th) for comments. Comments are to be sent to the group prior to the next meeting. Comments on the statement will be "reconciled" at the next meeting so that the philosophy statement may be moved forward to the Academic Senate and the College Council for review.

Action: Ann and Sue to work on philosophy statement then send the statement out to the committee by Thursday (Feb. 10th) afternoon for comment.

Action: Committee members to review revised philosophy statement and send comments via e-mail back to the committee no later than Monday (Feb. 14th) at noon.

4) Review status of SEC

Review participation; identify potential faculty co-chairs and contact.

An updated matrix of SEC volunteers was distributed to the committee. A correction was noted that for Standard II.A. that one of the administrators serving should be Joyce Coleman, not Joyce Ester. After the "Call for Participation" e-mail was sent on January 31st only five additional people volunteered to participate. A list of participating administrators (yet to be added to the matrix) sent by Greg Chamberlain and a list of participants from the 2006 self study was also distributed to the committee for review. SGA President Lisa English has been solicited for student volunteers. There is one student interested who will need to be approved to serve by the SGA. It was announced that ASC members may also serve on standards.

A brief discussion was held as to who (faculty or administration) should recruit faculty. It was suggested that if administration recruited faculty that perhaps it may be perceived by the faculty member that they were being "strong-armed" onto the SEC standard.

The committee brainstormed how to get faculty involved. Ideas ranging from going to department meetings to approaching them in person were suggested. If faculty co-chairs were in place they would probably recruit others to serve on their standard. The committee then began to brainstorm who to approach to co-chair each standard and came up with the following:

Standard I.A.	Kathy Rosellini (Sue to contact her) Christian Parker (back-up if Kathy declines)
Standard I.B.	David Koeth (Bernadette to contact him) Assessment Committee members (back-up)
Standard II.A.	Klint Rigby - CTE (Sue to contact him) Jennifer Johnson (back-up if Klint declines) Dawn Dobie - Gen Ed. (Kirk to contact her)
Standard II.B.	Barbara Braid (Rachel to contact her)
Standard II.C.	Nancy Guidry (Kirk to contact her)

Standard III.A.	Leah Carter (Bernadette to contact her) Lynn Krausse (back-up if Leah declines)
Standard III.B.	Mike Daniel (Rachel to contact him)
Standard III.C.	Tim Bohan (Rebecca to contact him) Phil Whitney (back-up if Tim declines)
Standard III.D.	Kris Toler (Rachel to contact him)
Standard IV.A.	Tom Moran (Rebecca to contact him)
Standard IV.B.	John Gerhold (Rebecca to contact him)

Additional faculty identified to serve on the standards were:

Standard I.A.	Sue Granger-Dickson
Standard I.B.	Bernadette Towns
Standard III.A.	Matt Morgan (Rene to contact him)
Standard III.B.	Randy Beeman (Rebecca to contact him) Joyce Kirst (Rebecca to contact her)
Standard III.D.	Isabelle Stierle (Rebecca to contact her) Chad Newton (Rebecca to contact him)

Action: Kirk to recruit all librarians to a SEC standard.

Action: Committee members to contact faculty assigned and e-mail the results to Rebecca as soon as possible.

Action: Rebecca will then email confirmed co-chairs to the group before the meeting.

5) Training for Co-Chairs

The ASC will be providing training to the SEC co-chairs. Multiple sessions of training will probably have to be offered because most likely not all co-chairs will be able to attend the same meeting. Worksheet packets have been put together for the co-chairs of each standard. They consist of the four ways of looking at a standard. The flow of the packets is: audience, standard, questions and wrap-up.

Training for the co-chairs will include expectations of the co-chairs and deadlines for work. Rebecca will meet with them periodically.

Training for co-chairs was tabled until the next ASC meeting

Action: ASC members should be thinking about what should be included in training co-chairs and when would be a good time to hold the training.

6) Report on January 11-13, 2011 Commission Meeting

This report reflects all the visits made and mid-term reports, follow-up reports, and closure reports turned in this past fall. The Commission met in January to determine what institutional actions to make on these visits and reports. The results of their meeting were contained in the handout. It was pointed out that 13 colleges went through the Comprehensive Evaluation and only six of them had their accreditation reaffirmed. The report showed that there are many categories that the Commission could place a college in. It was noted that follow-up reports are fairly common.

BC's SEC will be working on the comprehensive evaluation.

7) First issue referred to ASC (tabled until IEC co-chair, Diana Kelly returns):

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

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

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

Program review template: see e-mail

The IEC may need a new name since it does Program Reviews. The Unit Plan and Program Review and how they "drive" the budget needs to be examined. Ideally these two documents will be one that occurs annually. The document would "look forward and back" with the review portion occurring every 6th year. What happens to Program Review recommendations also needs to be looked at. This needs to be completed by the end of May. Tabled until March 1st.

Action: Ann and Rachel will prepare a topic sheet on Unit Plans and Program Review for the March 1st meeting.

8) Thing 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

a.) Kate sent out an e-mail to all faculty co-chairs of governance committees. She does not know if they've communicated anything to their committees.

b) Nick Strobel has put a website under the College Council website for the ASC. There is also one off of the Accreditation page that will be in BC format and internal. This webpage may or may not be password protected. The webpage will contain a link for each of the standard committees. Share Point Portal technology is also being looked at for this.

c) We will focus on improving communication with websites, phone calls, and face-to-face communication.

9) Adjourn

Next Meeting: Tuesday, February 15th, 2011
3:30 p.m. – 5:00 p.m. in Collins Conference Center