

Accreditation Steering Committee (ASC)  
Unapproved Minutes  
February 15, 2011  
3:30 p.m. - 5:00 p.m.  
Collins Conference Center

Attendees: Hamid Eydgahi, Lisa English (SGA President), Joyce Ester, Nan Gomez-Heitzeberg (co-chair), Rebecca Mooney (co-chair), Ann Morgan, Kirk Russell, LaMont Schiers, Bernadette Towns, Renee Trujillo, Rachel Vickrey

Absentees: Sue Granger-Dickson, Kate Pluta (co-chair), Klint Rigby, Sean Hill, Diana Kelly, Bonnie Suderman

**1. Review and approve February 8, 2011 minutes**

The minutes dated February 8, 2011 were reviewed and approved with minor changes to the last sentence, on the last page, that reads, "We can improve communication with the website, "carrots" and face to face communication". The sentence will be changed to "We will focus on improving communication with websites, phone calls, and face-to-face participation".

**2. Report on action items from February 8, 2011 meeting**

- a). Kate has sent the second quarterly report to the Academic Senate and College Council
- b). The philosophy statement was sent to the ASC committee for final review and comments

**3. Philosophy**

The philosophy statement was reviewed by the committee and agreed to move forward with the statement as is.

**Action: Kate will forward a copy of the philosophy statement to Academic Senate**

**4. Review status of SEC**

The list of standards and names listed below are the names of faculty that were suggested by the committee to serve on the assigned SEC committee during the February 8, 2011 meeting. An update is provided regarding the status of these positions:

**Standard I.A. Mission:**

Kathy Rosellini (Chair)

Christian Parker (back-up - unsure if he will be able to participate)

Sue Granger-Dickson

**Standard I.B. Institutional Effectiveness:**

David Koeth (Chair)

Assessment Committee members (back-up)

Bernadette Towns

**Standard II.A. Instructional Programs:**

Klint Rigby - CTE (Sue to contact him - waiting to hear from Klint)

Jennifer Johnson (back-up if Klint declines)

Dawn Dobie - Gen Ed. (is not able to participate)

Lydia Torres (Sue to contact her)

**Standard II.B. Student Support Services:**

Barbara Braid (Chair)

Nancy Guidry (Co-Chair ? )

**Standard II.C. Library and Learning Support Services:**

Nancy Guidry (Kirk to contact her)

**Standard III.A. Human Services:**

Leah Carter (Chair)

Lynn Krausse (back-up if Leah declines)

Matt Morgan (Rene to contact him)

Valerie Robinson (Rebecca to contact her)

**Standard III.B. Physical Resources:**

Mike Daniel (Rachel to contact him)

Randy Beeman (Rebecca to contact him)

Joyce Kirst (Rebecca to contact her)

Jack Pierce (Rebecca to contact him)

Phil Whitney - ?

**Standard III.C. Technology Resources:**

Tim Bohan (Chair)

Phil Whitney (back-up if Tim declines)

**Standard III.D. Financial Resources:**

Kris Toler (Rachel to contact him)

Isabelle Stierle (Rebecca to contact her)

Chad Newton (Rebecca to contact him)

Phil Whitney - ?

**Standard IV.A. Decision Making Roles and Processes:**

Tom Moran (Rebecca to contact him)

**Standard IV.B. Board and Administrative Organization:**

John Gerhold (Rebecca to contact him)

**Action: Rebecca will contact Corny Rodriguez to suggest names to serve on the Financial committee.**

**Action: Rebecca will contact Nick Strobel to serve as co-chair for one of the remaining Standards if Klint Rigby is unable to participate.**

**Action: Rebecca to send out another “call out” email for the remaining open committee positions that include: Physical Resources, Financial Resources, and Instructional Programming.**

**5. Training for chairs**

Training for chairs will consist of more than one session where both the Chair and Co-Chair of the committee attend together. A meeting will be scheduled prior to the end of the spring semester to decide how much time will be dedicated for each SEC committee. It is anticipated that fall semester will be the busiest for chairs to prepare for the December report due date.

Nan suggested that administrators go back and review the email sent from Greg regarding the administrators he assigned for each committee.

**Action: Becky is to send an email to the faculty members listed as duplicates on the list of standards to ask them which they would be most interested in.**

**Action: Vickie will provide copies of the standard packet for the March 1, 2011 meeting.**

**6. 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?

Establish college definition of a program.

Unit plan template:

[http://bakersfieldcollege.edu/irp/Unit%20Plan/a1\\_UnitPlan.asp](http://bakersfieldcollege.edu/irp/Unit%20Plan/a1_UnitPlan.asp)

Program review template: see email

**7. Things to think about:**

1. Ann is suggesting a strong consideration to using SharePoint when deciding on the software for the ASC website. Rebecca said that Kate will be reporting what program will be used at the next College Council meeting.

