

Accreditation Steering Committee  
 April 17, 2012  
 3:30 p.m. - 5:00 p.m.  
 Levinson 40  
 Approved Minutes

Present: Kate Pluta, Kirk Russell, Bonnie Suderman, Becky Mooney, Rachel Vickrey (recorder for these minutes), Ann Morgan

1) Review and approve minutes—pending: Minutes will now be taken by the membership on a rotating basis. Future draft minutes will be sent to Kate and then the group.  
 Action item: Kate and Kirk will coordinate the updating of the previous minutes.

2) SEC update (Becky and Bonnie) Final touches are continuing to finish the self evaluation document. It will be delivered to the Chancellor on Friday April 20 with a cover letter from the SEC co-chairs. The KCCD Board of Trustees subcommittee will also review it. Changes to Actionable Improvement Plan #5 were discussed and approved. Changes in college attainment of the various ACCJC rubrics were presented and discussed.

Action items: Kate will e-mail editor Jennifer Jett about approval of AIP#5. Bonnie will send rubric status changes to Jennifer. Bonnie and Nan will be responsible for final copies and flashdrive to the visiting team.

3) Site visit “dry run” update—Nan absent, no update

4) ACCJC update (Bonnie) The next assessment update is due October 15, 2012. The report follows the assessment rubric. BC has received the official letter from ACCJC stating that the Addendum to Substantive Change proposal has been approved. Official letters will all be posted on the Accreditation page on the BC website.

5) Strategic Planning and the role of ASC(Ann) The report has been submitted to College Council for Friday April 20 meeting. Based on Goals Committee recommendations, objectives will be developed to be accomplished in three years. Progress will be monitored by ASC with an annual report to College Council. Discussion of what “monitor” means. Institutional Research and Planning office will provide information to ASC mid year. Note that College Council and the Academic Senate will each be suggesting groups who are responsible for implementing these objectives. Strategic Planning group including the president will make the final assignments. These groups can then send their information to IRP, and IRP can augment their information with information to make up an annual Institutional Effectiveness Plan for ASC.

6) Program Review Committee liaison report (Ann) Co-chair Eaton is leaving before the end of the semester, so no new updates for the trends and themes are likely. Original trends and themes report was sent to Faculty Chairs and Directors Council. Report is still needed to be sent to the College Council and Academic Senate.

Action item: Kate will invite Dean Eaton to the next ASC meeting.

7) Integrated Program Review—How do we get it started?  
 At the December meeting we agreed that the IPR should roll out 2013-14. Next year will be the planning year.

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- 8) Calendar of meetings for 2012-13 was distributed.

Action item: Bonnie will check with Dave Barnett about how to make the meeting dates appear on the master calendar.

- 9) Website or Sharepoint access for the visiting team: A public website will be created for the document in PDF format, another set of PDFs by section including evidence, and minutes of ASC and SEC.

Action Item: Bonnie will followup with the new employee responsible for web content to ensure this new site is created.

- 10) Adjourn - Next Meeting:

Tuesday, April 24, 2012 3:30 p.m. - 5:00 p.m. Levinson 40 including discussion of feedback from College Council about Strategic Planning.

Last meeting: May 8 if needed.

***Comprehensive Visit: Monday, October 22–Thursday, October 25, 2012***