

Accreditation Steering Committee  
Approved Meeting Summary  
August 28, 2012  
3:30 p.m. – 5:00 p.m.  
Levinson 40

Attendees: Kate Pluta (co-chair), Nan Gomez-Heitzeberg (co-chair), Todd Coston, Andrea Garrison, Sue Granger-Dickson, Ann Morgan, Becky Mooney, Kirk Russell, Rachel Vickrey, Darren Willis

Absent: William Barnes, Joyce Coleman, Bonnie Suderman, Bernadette Towns.

Note taker: Kirk Russell

1. Minutes of the May 8, 2012 meeting were reviewed and corrections suggested. Sue Granger-Dickson will make corrections and email approved minutes.
2. **Self Evaluation:** the Self Evaluation document is ready and being distributed to ASC members and SEC members. It's also available electronically on BC's Accreditation website (<http://accreditation.bakersfieldcollege.edu>). No substantive changes were made during the district approval process, though evidence from operational committees (FCDC, Admin Council) were removed at the district's request. Since the completion of the Self Evaluation, mission, vision, and values have been updated. The visiting team will get an update document which includes these revisions.
3. **ACCJC Site Visit:** A BC committee has been formed to plan the ACCJC site visit, October 22-25. Members include Bonnie Suderman (interim Accreditation Liaison Officer), Todd Coston, Amber Chiang, Kate Pluta, and Debbie Spohn. The week of the team visit the ASC will meet in the Levan Center, as the team will be using Levinson 40.
4. **Co-Chair Committee Reports:** Jennifer Marden has developed an online reporting form for the twice-yearly Co-Chair reports. The reports are due Oct 1 and April 22. The online reporting form includes a drop-down menu of college goals to link the reports to college goals and to standardize the report format. Committees must update their charges and committee names (no more IEC, for example) and these updates should be approved by College Council and Academic Senate, if necessary. These changes would then be used to update the online Decision-Making document.
5. **Annual Program Review Cycle:** Ann reported that training on how to complete the APR has been improved this year using lessons learned from last year. The college president will receive a summary of program reviews by Nov. 2, 2012.
6. **Strategic Planning and ASC:** Ann reviewed the Strategic Plan appendix A with the committee. As the ASC is responsible for monitoring the progress of the Strategic Plan, there was lengthy discussion as to how best to do this. Of particular concern was how to track progress toward objectives and how to include the campus community in the pursuit of strategic goals, objectives, and outcome measures. Becky suggested the possibility of assigning each ASC

member as a liaison to track progress on a particular objective. Should a standard tracking form be developed? Ultimately the consensus was that individual faculty should be asked to report to their chair what they are doing in their classrooms and with their students to work toward the strategic objectives. This would then be incorporated into the department's Annual Program Review. Annual Program Review should be used as the primary tool for reporting progress. Training should be done with department chairs to teach them how and where in the APR to include progress on strategic objectives. Ann will include this in the APR training she conducts on August 31<sup>st</sup>. Since objective 1.5 should already be in progress, Kate will send an email to all faculty requesting that they send to their department chairs a brief summary of what they are doing to increase the number of students who successfully complete their courses. This information is needed ASAP.

- 7. Integrated Program Review:** There is still much to be done on IPR with a target implementation date of 2013-14. ASC must develop a structure, process, and timetable for arranging collaboration between departments in the IPR process. The plan must be developed by this fall (2012) so that training can take place in spring 2013. Sue strongly encouraged involvement of the Academic Senate and Curriculum Committee in the process. The feasibility of instituting prerequisites across departments in transfer groups A-E for IGETC and CSU transfer patterns will be a big discussion item and there was no discussion in this meeting aside from raising the question of who should do this.
- 8. Response to ACCJC recommendations:** the recommendations will be received in late January or early February 2013. The campus will respond in spring 2013, however during fall 2012 the committee needs to make preparations for how this will be done and who will be involved. The committee must also determine how to monitor progress toward resolution of actionable improvement plans.
- 9. Next meeting (Tuesday, Sept. 11):** we need focus on how to monitor progress in strategic planning. Also, how is IPR linked to strategic planning?

**Action item:** Kate will email faculty asking that they report to their department chairs ASAP regarding progress made on strategic objective 1.5 (successful course completion).

**Action item:** Kate will email the ASC the original document which outlined the IPR process for discussion at our next meeting.

**Action item:** Ann will email the ASC a narrative describing the process for tracking progress on strategic plans.