

**Accreditation Steering Committee**  
**Approved Meeting Summary**  
**September 25, 2012**

**Meeting Summary from Sept 11, 2012 meeting was reviewed and approved pending changes discussed. Todd Coston will update. (Today's note taker Rachel Vickrey)**

**Attendees:** Kate Pluta , Nan Gomez-Heitzeberg (co-chairs), Joyce Coleman, Todd Coston, Andrea Garrison, Sue Granger-Dickson, Ann Morgan, Kirk Russell, Bonnie Suderman, Bernadette Towns, Rachel Vickrey

**Absent:** William Barnes, Darren Willis

**Updates & Status Reports**

- 0. Sharepoint and Public Folders:** Kirk will continue to put minutes and agendas in Sharepoint.

**Action Item:** Todd will move copies of the minutes and agendas to the Public Folder for ASC.

- 1. Update/addendum to Self Evaluation:** Bonnie and Kate are working on the addendum. Administrative Council will review the Actionable Improvement Plans and the Rubrics and suggest changes and updates that have been accomplished since the Self Evaluation was completed.

There are some face-to-face classes with Moodle sites, and the accreditation team will have access to these sites. Todd Coston sent email to all faculty explaining how this access will work and what will happen. Faculty with questions should contact Kate, Bonnie, or Todd.

- 2. ACCJC site visit planning (Monday, October 22—Thursday, October 25, 2012)**  
Amber Chiang is preparing a pamphlet detailing aspects of the visit, which will be completed and distributed once bios and pictures of the visiting team members are finalized.
- 3. Annual Program Review:** Ann Morgan reported that 30 out of 41 total program reviews have been turned in, including 25 of 26 instructional areas completed. Chairs and directors provided more complete program reviews this time, with 15 turning in best practices. New position requests were included in the program reviews, 13 for faculty and 11 for classified positions.
- 4. Program Viability Task Force:** Sue Granger-Dickson is the ASC rep. This is the Senate committee meeting the week of October 1 to review and establish criteria for program viability and discontinuance.

**Topics for Discussion, Planning, and Implementation**

- 1. Committee Goals for Co-Chairs Committee report:** Now that the Accreditation Self-Evaluation document is completed, committee needs to establish new goals for this year. Kate will update draft based on changes discussed and ask for more feedback. The question of where committee information is made available to the college community was again raised, as some committees have websites, some use public folders, some use a channel of insideBC. ASC will advocate for consistency across the campus.
- Action item:** Todd Coston will put the item on the ISIT committee's agenda with the suggestion to establish a common place for all committees to post their minutes, agendas, and other data.

2. **Curriculum Process:** New Goal for ASC - Ensure that the curriculum review process is timely, effective and sustainable. Sue Granger-Dickson reported that the Curriculum Committee has been trained for this year, and faculty trainings are available alternate Thursday afternoons. The new curriculum co-chairs have developed a spreadsheet of overdue course renewals, and there are 408 courses out of compliance. Of most concern is that there is currently no curriculum assistant at Bakersfield College nor technical analyst at the district to support Curriconet. Todd Coston reported that Sean James is aware of the need, and the district is trying to fill the positions. Later Sean James met with the committee, and during the discussion Nan made clear to him that resolving these Curriconet issues is to be his top priority.
3. **Establish procedure for fulfilling responsibility outlined in Strategic Plan:** “Recommendation 3: Progress on the objectives should be monitored by the Accreditation Steering Committee which should provide an annual report to College Council” (2). *Not discussed at this meeting*
4. **Establish procedure for ensuring progress on Actionable Improvement Plans:** Nan Gomez-Heitzeberg discussed progress made on the current Actionable Improvement Plans. *No procedure for ensuring progress on the AIPs was discussed.*  
**Action Item:** Nan will provide evidence of progress made to Bonnie and Kate for the Self Evaluation update. Nan will update AIP 1 and 2 at the next meeting.
5. **Integrated Program Review** (Link to Strategic Plan: See Goal 1, Objective 1.2 and Indicator 1.2.1) Program Review Committee has requested Ann bring “Draft 9” on Integrated Program Review to their next meeting in October. Kate is including Program Review Committee co-chairs in her e-mail distributions on the topic. ASC discussed how our committee can continue to facilitate the development the Integrated Program Review process.  
**Action Item:** Sue Granger-Dickson, Ann Morgan, and Andrea Garrison will form a study group to continue to develop “Draft 9.” Kirk Russell and Rachel Vickrey will serve as advisors. The group will bring a document back to ASC for the November 6 meeting. ASC members will plan to meet with Program Review committee members in early Spring to discuss progress made by both committees.  
**Action Item:** Kate will meet again with the Program Review committee co-chairs to keep them informed of current progress.
6. **Preparing for Response to ACCJC recommendations (received late January or February 2013)** *not discussed at this meeting*
7. **Committee Charge for Decision Making Document:** Changes to the document were discussed.  
**Action Item:** Kirk and Rachel will continue to work on suggested changes and provide them for the rest of the committee to review.

**Next Meeting: Tuesday, October 9, 2012, 3:30 p.m. - 5:00 p.m. Levinson 40**