

Accreditation Steering Committee
November 20, 2012
3:30 p.m. - 5:00 p.m. in Levinson 40
Agenda

Review and approve minutes—Sue (November 6, 2012 note taker)
Today's note taker?

Updates & Status Reports

1. Annual Program Review cycle & update on process—email sent November 15, 2012
2. Report on outstanding Action Items from November 6:

Action Item 1: (From October 9 meeting) Nan: Curriculum review process and CurricUNET status. **Update:**

Action Item 2: Todd: Pilot update (Content Management System). **Update:**

Action Item 3: Kate will put College Committee Fall Report Summary on the agenda for the next meeting. **Update: See agenda item 6 below.**

Action Item 5: Make sure *Committee Co-Chairs* Listserv is accurate. Todd will make a request to Debbie on behalf of the ASC to make sure the list is up to date and accurate. **Update:**

Action Item 6: Kate will email the parties responsible Administrator/Champion outlined in the strategic plan asking them for a progress update and to determine a time frame that will ensure their tasks are completed. **Update: Kate developed and revised draft based on feedback; awaiting approval from Nan. Email with draft sent October 10; draft of email attached.**

Action Item 7: This was an addition to the November 6 agenda. Bonnie met with HR before the accreditation visit and discussed the creation of a survey that was supposed to go out to faculty who have served on a hiring committee in the past two years. Kate is unsure if this survey went out and Bonnie will update us on this issue at our next meeting. **Update:**

Topics for Discussion, Planning, and Implementation

1. DRAFT of Accreditation process evaluation—*draft attached to November 6 agenda*
The committee discussed the merits of a survey or surveys and a focus group or groups. **Action Item 1:** The committee members are to send Kate ideas, sample questions and/or people that should be included in the evaluation process. **Update:**
2. Integrated Program Review—*revised proposal—sent via email October 30*
Action Item 2: Committee members were asked to send Sue and copy the entire committee with ideas and outcomes for IPR. Sue will collate the materials and send out draft 12 for the next meeting. **Update:**
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). See Action Item 6 above (awaiting approval from Nan) **Action Item 3:**
Nan will send update. **Update:**

4. Establish procedure for ensuring progress on Actionable Improvement Plans—Nan
Note: Please bring AIPs from Self Study (pink printed copy from first meeting)
5. Review and discuss Committee Co-Chairs reports on aligning committee goals with college goals. *Note: Jennifer Marden will be sending an updated copy to ASC.*
6. Preparing for Response to ACCJC recommendations (received late January or February 2013)

Additional items?

Next Meeting: Tuesday, January, 2013, 3:30 p.m. - 5:00 p.m. in Levinson 40