

**Accreditation Steering Committee
Tuesday, October 15, 2013
Approved Meeting Summary**

Present: Kate Pluta (co-chair), Shannon Musser, Kirk Russell, Andrea Garrison, Lisa Fitzgerald, Kim Nickell, Odella Johnson, Sue Granger-Dickson

Absent: Nan Gomez-Heitzeberg, Jennifer Marden, Todd Coston, Bonnie Suderman

Note-taker: Rachel Vickrey

1. **Review and approve minutes—Minutes were approved with corrections.** Corrected minutes from the October 1 meeting will be sent to Kirk to post in Sharepoint and the committees website. Shannon will approve Kirk for access to the Committees website.

Preparing for next meeting with President Christian

1. The Committee will meet with President Sonya Christian to discuss our charge on November 4, 2013. [Meeting date changed from October 21 by e-mail after October 15 meeting.]
2. Committee Charge- Under Review with the President
Some thoughts to consider are as follows. Review the ACCJC report and set up organization and evidence collection plans. The work must begin no later than spring/fall 2014 and the work must be completed by spring 2015. We will definitely need to start the conversation. Several options are possible.

Option 1: Develop six buckets of evidence and connect them to the six strategic goals

Option 2: Create a 7th goal

Option 3: Dialogue with Sonya

As a Committee we need to clarify our relationship to College Council. In addition, does ASC keep its problem-solving focus? Because there are so many possible options we will wait and defer our Charge to the Committee meeting with Sonya.

Action items: In preparation for the meeting with Sonya, Lisa will bring a draft of the Actionable Improvement Plan tracking plan to the November 5 meeting. Shannon will explore options for tagging evidence with key words in the new college website.

2. **Review and approve evaluation for preparing the Self Evaluation and Follow-Up Reports:** The draft was reviewed and discussed. Plans are to distribute by e-mail the week of November 4, and close responses the week of November 18, depending on number of responses. Lisa will update the committee on number of responses. When the survey is sent out, it will be clear that the survey is coming from ASC.

Two additional options in the list of roles were added: "I did not have an active role in the self evaluation process but felt informed about the process" and "I did not have a role".

3. **Program Review liaison report—**Kim Nickell reported that the Program Review Committee is reading the annual updates. Administrative co-chair Manny is monitoring those that are not yet turned in. The committee will make a presentation to College Council on December 6. The program review for Human Resources is under discussion. The Bakersfield College representatives to the

District Consultation Council are meeting regularly to ensure that this program review gets underway.

4. **Follow-Up Report** — Bonnie absent, not discussed
5. **Plans for visit** (Monday, October 28 & Tuesday, October 29, 2013) are being fine-tuned.
Schedule: <http://accreditation.bakersfieldcollege.edu/>
6. **BC's relationship to the larger world of accreditation requirements (federal and regional)**--Nan absent, not discussed.
7. Members were asked if they had read Nan's e-mail to the college community about the upcoming accreditation visit. A link to Bluffs Notes is located at insideBC.

Meeting adjourned 4:25 p.m.

Next meeting: Special Meeting with College President, Monday, November 4, 4:00-5:00, Levinson 40
[note date change made after October 15 meeting]
Meeting of October 29th cancelled.

Full Commission Report: <http://accreditation.bakersfieldcollege.edu/Files/Report.pdf>

Follow-Up Report: <http://accreditation.bakersfieldcollege.edu/>

BC Accreditation SharePoint site: <https://spt.kccd.edu/bc-accreditation/SitePages/Home.aspx>