

**Accreditation Steering Committee**  
**Tuesday, April 22, 2014**  
**3:30 p.m. – 5:00 p.m. in Levinson 40**  
**Draft Minutes**

**Present:** Kate Pluta and Nan Gomez Heitzeberg (co-chairs), Andrea Garrison, Kirk Russel, Bill La, Rachel Vickrey, Kim Nickell, Todd Coston

Notetaker: Bill La

1. **Review and approve minutes:** Minutes were reviewed with minor changes, approved. Reminder of College Council Meeting on 4/24/14
2. **Program Review liaison report:** PRC is hard at work on the 3 year review, putting together the Handbook. Adding more meetings to get as much done as possible.
3. **Planning for the Midterm Report: (Handout)** Using the example from Mt. Sac, the idea of trying to keep the Midterm Report to a condense amount of pages would be ideal. On the Midterm Report hand out the timeline was reviewed with the May 29 Accreditation Boot Camp designed for Leads and those that are interested. Will be hosted by Kate. Key points are embedding accreditation standards in all our work.
4. **Update on the Mission Statement Development Process: (Handout)** Received feedback from other college groups, surveys, and about 80 High School counselors.

High School Counselors did not know what Basic Skills is because of the confusing college terminology. The idea of adding the term Associate Degree was discussed. Be more specific and global. Avoid using jargon.

A handout was sent out before the meeting in a chart breaking down the Mission Review Team's criteria and the ACCJC's criteria. The current Mission statement and the new proposed mission statement was listed for comparison and feedback.

5. **Discussion of Evaluation Survey Results:** The results for the Evaluation will be posted on the ASC website. Nan will contact Sonya and Sue for thoughts on the entire process.
6. **Actionable Improvement Plan Reporting Grid:**

**Action Item 7:** Kate will show the new draft of the AIP Tracking Document to College Council and Academic Senate before ASC adopts the final format that will link to the committee reports. Feedback will be uploaded to sharepoint into a folder for access.

**Agenda Items for Next Meeting:**

- Discussion of What/Who we are? (Changing from ASC to AIQ)
- Discussion of what the goals of the committee will be
- Final approval for the name change to AIQ is coming Thursday 4/24/2014
- Lessons learned review
- Update on Mission Statement

**Remaining Meetings: May 6**