**Accreditation & Institutional Quality Committee (AIQ)**

**Tuesday, April 7, 2015**

**3:30 p.m. – 5:00 p.m. in Levinson 40**

***Minutes***

1. **Review and approve minutes—March 17 (David Neville)**

Today’s note taker: Kim Nickell Refreshments: Kim Nickell

1. **Update on Accreditation Survey—***waiting to hear from data coach…still waiting*
2. **Annual Report to ACCJC—**Nan

* AIQ reviewed the Annual Report document Nan sent to ACCJC March 31, 2015. It included a compilation of statistics and narratives to highlight Student Achievement, SLOs and Assessments, and substantive change. Janet Fulks was the main contributor to the Student Achievement piece, while Nan composed the rest of the document.
* The questions within the document were written in such a way as to require richer answers
* Nursing pass rates were pointed out
* 70% of programs have ILOs mapping done
* We discussed student access to CurricuNet
* Suggested that document be presented to Assessment Committee

1. **AIQ spring report to College Council and Academic Senate—**all

* When reviewing our AIQ spring report that Kate presented, in terms of goals, and timeline, does our work on AIQ affect or connect to planning? In looking at Goals and Timelines from other committees, the answer is “yes” according to the Data Strands.
* AIQ’s information has been incorporated in the Midterm Report
* As far as Integration, this is in progress (operational data strands)
* This document worked as an effective evaluation tool
* We have completed most of our goals
* Because we are responsible for Oversight and Accountability, we need to consider how to deal with late work…we have no teeth. This may be a future goal of ours to think about providing incentives, etc.
* Our focus on Oversight and Accountability will, consequently, be ramped up next year

1. **Update on the Midterm Report—**Standard II.A is in

* It came in April 1, 2015

1. **District Response to District Recommendations 1-4—**your feedback?

* The 4 Recommendations were just sort of dropped in and those not at the District Level were not able to look at evidence for 1-3 pertaining to Governing Board
* The District approach before was to not discuss with the college about information on Recommendations. However, they have let the college in on the discussion through a meeting to review the document.
* Betty Inclan would like feedback from us
* Recommendation #1- The org chart needs to be updated from 2008…it’s not to be just an example used for evidence
* Recommendation #2-Looks good…the language on top of page 4 could be revised, missing word
* Recommendation #3-Fine
* Recommendation #4 –Subject/verb agreement and passive voice issues. Needs delineation of who is doing what within document for clarity
* It seemed that the stats for decision making should be changed
* Where is the Decision Making Flowchart from 2013?
* While work could still be done, overall, the draft is much better from what it was. The district seems to be making strides.

1. **Faculty co-chair—**Kate

* Who will step into Kate’s shoes?

1. **Developing a college planning and evaluation calendar—**Kate

* Kate presented the merged Budget and PRC calendar developed from information from 2013. She developed a year cycle that included rolling in monthly duties for each committee but left out specific dates
* Color coding of duties for each committee was suggested (I really liked the purple and green together) for ease of reading
* **Consider a PRC calendar that drives planning and budget. Going back to Standard 1B, it just makes sense as Program Review is the driving force.**

**Action Plan-**

* Is the calendar useful? What’s the connection? Let’s look at it from a process standpoint instead of a timetable.
* What’s the cycle? Look at Program Review first then what comes from that.
* Where do Strategic Directions fit in? Program Review supports initiatives that support College goals
* The Directions- the meaning is putting together an effective institution
* Map out Program Review
* Look at 3 year Master and Educational plan as Program Review has to cycle back to those during the year
* Invite PRC April 21. Invite others…ISIT, Professional Development

1. **Updates from groups or committees whose work intersects with AIQ’s charge.**

***Standard I.B.9.*** *The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)*

***Eligibility Requirement 19.******Institutional Planning and Evaluation***

*The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assess progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. (Standard I.B.I and I.C.3)*

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| **Integrity**  We continue to develop and follow an ethical and moral consciousness which places the  collective wellbeing and health above the self; this principled environment allows for open, constructive conversations and teaches us to trust each other’s vision so that we will be useful and effective in providing support, resources, and encouragement. |

**Calendar of meetings 2014-15**

~~January 20~~ ~~February 3 & 17~~ ~~March 3 & 17~~ April 7 & 21 May 5