Members present: Kate, Shannon, Kim, Grace, Khaled, Anthony, Liz, Sondra, Mark, Odella, Todd, Manuel

Faculty chair is vacant. Kate has asked Steven Holmes.

Dec. 8 minutes were approved.

**Treats**

Khaled will take May 10, Mark will take March 8.

**Substantive Change**

Liz had a question about “deferred” – three were deferred. These have since been approved.

BC has a follow-up report & site visit required, but we don’t have a timeline for that.

**Strategic Directions Report**

Sonya is encouraging more sections in Communication & English. This can be traced back to strategic directions.

The directions are meant to frame our work for the next 3 years.

Subcommittee met on Jan. 25.

This is the first time we’ve done the mid-year reports.

We need a better way to handle action plans, and we need to avoid combining initiatives.

The subcommittee will make a recommendation at the Feb. 9 meeting. Shannon will update the report templates.

We need to schedule training sessions & workshops to try to get a better return, and get better reports for the year-end report.

We have job titles that existed last fall but no longer exist – some of those responsibilities have been split. Subcommittee will go over the initiatives & these positions to figure out where they should go.

We will also keep a log of the changes.

Odella: If an area says they didn’t focus on an initiative this year, will we now include more timelines?
Kate: Yes – that’s where the action plans come in. The action plan can be as simple as saying, “we’re doing this in 2016-17.” It’s a three year plan.

Mark: Is there an off year where a new committee gets together for the new strategic directions, or is there overlap?
Kate: We will have overlap.

We targeted the committees on training – we did not target the individuals.

How do we capture the individuals who are responsible for multiple initiatives?

How do we get individuals & committees to work together?

Odella mentioned the all-day Halloween workshop was helpful & effective.

What if we do trainings/workshop days by Strategic Direction?

Subcommittee meets on Tuesday.

**Survey**

Surveys will be about District Office services to BC, and BC services to employees.

Updated list of college services (as of Dec. 10)

1. Bookstore
2. Safety (Parking, Security)
3. Helpdesk (internal & external)
4. M&O (Work orders, repairs, cleanliness, maintenance)
5. Curriculum Review
6. Enrollment Services (Assessment, A&R)
7. BC HR
8. BC Business Office
9. Marketing & Public Relations (Web, Graphic Design, Media Public Relations)
10. Print Shop
11. Foundation
12. Event Scheduling
13. Mailroom
14. Child Development Center
15. Media Services
16. Instructional Technology
17. Financial Aid
18. Facilities
19. Library
20. Food Service (Cafeteria, Renegade Room, Special Events)
21. Outreach
22. Deans’ Offices
23. President’s Office support staff

How to separate out facilities from M&O? The food service people don’t want the Renegade Room on there – because it’s instructional.

We should go to the people that did this for the midterm and see if they’re willing to do it again, and see if there is anyone else willing to join them to create the surveys.

It was predominately Nick Strobel, Janet Fulks, Steve Holmes. Kate & Anthony were in and out.

We should create a subcommittee like Strategic Directions to work on this and bring it back to AIQ.

Use the same questions for District Services as our last survey – 2013 or 2014?

We will now be doing these annually.

**Review of Barbara Beno Memo to the Field**

Barbara Beno is saying one of the appeals dealing with the accreditation process for the baccalaureate – “academics” and “administrators”. They will address those issues.

ACCJC says they shared letters of support from their consistency, but few were from educators. ACCJC says they can produce letters from educators.

**For the next meeting:**

1 subcommittee working on Strategic Directions. Liz is doing the Venn diagram – we will need that to determine how many trainings we need.

1 subcommittee/group (can include people outside of AIQ) will need to work on the surveys. Kate will reach out to Nick.