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| **Accreditation & Institutional Quality Committee (AIQ)**  <https://committees.kccd.edu/bc/committee/accreditation>  Tuesday, 3:30-5:00, March 7, 2017 | | |
| 1 | Kate Pluta, Mark Staller, Liz Rozell, Sondra Keckley, Odella Johnson, Jennifer Jett, Dena Rhoades, Jennifer Jett, Talita Pruett, Odella Johnson,  Guest: Jessica Wojtysiak  Absent: Todd Coston, Di Hoffman, Laura Lorigo, Di Hoffman, Grace Commiso, Keri Kennedy, Kimberly Nickell | 5 min |
| 2 | Today’s Note Taker was Dena Rhoades, College Human Resources Manager  Approval of notes for February 21, 2017  Motion to Approve= \*\* – Second = \*\* and Passed Unanimously | |
| 3 | Accreditation Update   * Planning for the Accreditation Lab on March 31, 8:00-noon (Business building Rooms 5, 7, 11)   Kate asked what we should do to make the best use of our time. Liz shared that at the baccalaureate Sonya had walked through what it all means. Liz mentioned doing sessions with different levels. Go over the evidence naming, Sharepoint access and training. Kate asked if we should solicit questions from the team ahead of time. Odella thought it might be a good idea to bring either the evidence or writing.   * 2017 ACCJC Annual Report due March 31: Janet and Kate   Janet is taking care of data part. Job Placement statistics. Kate has been working with the Assessment Committee on 6 year plan and sample assessments. We still have some recommendations. This report is compliance. Di Hoffman, faculty co-chair of Assessment committee, and Kate met with the President, who would like a commendation on assessment. Kate discussed that Sonya did a call out for volunteers for eLumen at College Council to use it at the end of spring semester. All of the outcomes are on the Assessment Committee page. The college is required to make this information public.   * Self-Evaluation (SE): Liz Rozell and Jason Stratton   Self-evaluation report by Liz Rozell. Meeting with team leads of the 4 standards. They are setting up the next set of meetings.   * + In standard 1 Janet has done a lot to recruit data coaches. The list seems heavy in the early standards and lighter in the later standards. Quite a few data coaches in 2C. Standard 3 and 4 do not have data coaches.   + In 1B Janet added that they had hired a Data Analyst.   + Some of the teams have met in standard 1 and some have not.   + Standard 2 everyone met and is looking at SGA minutes for evidence. There are not a lot of faculty on the list. Kate shared that it is important to get a lot of faculty on 2A. Kate stated that people need to know the dates and times of the meetings. Liz added those to the latest team table.   + Standard 2B updated the composition and had not met.   + Standard 2C needs someone from assessment. Kate stated that there are only 2 faculty on that standard.   + Standard 3A HR wanted a list of the committee members. This standard was concerned about evidence as it is a district department. Standard 3B they are not sure if the committee has met. Liz is going to follow up and ensure that they are meeting and if they have not she will reach out and see if there is someone that can be added. Standard 3C has met and is going strong.   + Standard 3D has had a co-lead meeting and are doing a crosswalk with the old and new standards.   + Standard 4a has met 3 times and are compiling evidence.   + 4B has met but felt they needed more help.   + Standard 4C and 4D Zav and Steven have been meeting and summarizing their portions before meeting with the team. They felt they needed to add some people. They discussed having a campus wide survey. These standards have a lot to do with board policy and they were concerned as the district is revising the board policies.   Kate asked Liz her biggest concerns. Liz responded it is the teams that have not met, committees that are too large, and those teams that do not have enough members. Mark stated that he was going to put together accreditation information for FCDC and Liz was going to provide information for Mark to share as well. Mark will do a blurb that Liz is going to send a version 20 to the Senate. Sondra asked if everyone with have access to SharePoint and Kate responded that yes they would. They just need to send their name to Todd Coston. Mark will give a deadline of March 17th to get on a committee and meet as a team to Academic Senate, College Council and FCDC.   * Survey of District Services?   Kate shared that Nan asked if we are doing 1 big survey or several small surveys. Kate shared that we had kept the 2012 evaluation to match apples to apples. The question was do we keep the flawed survey or go out with a new survey. There was discussion about the pros and cons for 1 long or several short. There are a lot of factors. There was discussion about a mission survey that had already gone out. Kate brought up talking with the leads regarding the choice of 1 long survey or short surveys. Kate shared that the survey was something AIQ would do.   * Information on Editor: Kate   Information will be forthcoming   * Quality Focus Essay (QFE): Janet Fulks   Kate mentioned that the QFE is due at the same time as the self-evaluation. Odella shared that Janet has been holding meetings with each of the groups. Odella asked Kate about formally looking at the mission statement on an annual or 2 year basis. Kate shared that maybe college council, college council, community. Kate discussed the process that items for accreditation. Odella stated that she was maybe looking for affirmation of the process of review. Kate shared that she may want to ask Jennifer Marden if the information is in the minutes of College Council. | 75 min |
| 4 | Strategic Directions: Kate Pluta |  |

dr, March 7, 2017