BCC Accreditation Steering Committee Minutes

Date: 11/15/2016	Attending: Stephen Eaton, Penny Shreve, Lisa Holmes, Ramon Vasconcellos (left at 1:00), Kyri Freeman, Khushnur Dadabhoy, Scott Bulkley, Nancy Nunes-Gill, Clint Dougherty, Michelle Henderson, Debbie DiThomas (arrived at 12:15), George Walters (arrived at 12:30). **Absent:** N/A **Guest:** N/A

Item	Discussion	Next Steps	Who	Timeline
Approve Agenda	Items 3 & 4 are essentially duplicates. Remove item 4 and change item 3 from "compliance" to "eligibility." Motion by Penny Shreve with a second by Ramon Vasconcellos to approve the agenda with the change above. All were in favor. Motion carried.			
Minutes 10/18/16	Motion by Scott Bulkley with a second by Khushnur Dadabhoy to approve the 10/18/16 meeting minutes. Clint Dougherty abstained and all other votes were in favor. Motion carried.			
Review of Eligibility Checklist	Stephen Eaton reminded chairs to address the eligibility requirements in each of the standards where applicable.			
Areas of Concern	**Standard I** – Lisa & Nance - 1) Question re: amount of evidence required and regarding the catalog development process/procedure.	Implement a catalog committee.	Stephen	ASAP

	Standard II – Kyri, Khushnur & Penny – 1) concerns regarding identifying where some of the evidence is located. 2) process for documenting student complaints **Standard III** – George & Ramon – Standards & sub standards have met. They are utilizing a mix of writing methods & gathering of evidence. Teams are assessing areas where plans/procedures are required to ensure compliance. **Standard IV** – Clint & Michelle – Standard has met and sub standards have been established with team leads confirmed. Sub committees will begin meeting on their own. All team members have been invited to join DropBox.	Kyri – would like to conduct a survey of online students.		
Academic Senate	• Chairs are asked to invite Scott & Stephen to their team meetings. • Notify Scott if there are any concerns with faculty not being able to make the meetings. Stephen & Scott will decide on a formatting style and send the information to team chairs. • The Academic Senate Accreditation Institute will take place Feb 17 & 18, 2017, and the Steering Committee recommended sending Nance & Ramon pending funding availability.			

QFE	Stephen stated a possible idea for the QFE is data integrity & Banner processes. He will have more info at the next meeting. The group had a discussion re: the disaggregation of data and the discussions currently taking place statewide at the Academic Senate.			
Online Education	Dr. DiThomas stated that regular and effective contact with students with regards to online education and faculty evaluations is an eligibility criteria for accreditation. Any interaction with students outside of Moodle must be captured. Discussions on this topic are currently taking place at the Distance Education Committee and the Academic Senate. Dr. DiThomas encourages the Academic Senate to take a pro-active role in these discussions.			
Adjourn	The meeting adjourned at 1:58 p.m.			