

BCC Cabinet Notes

Date: 9/21/2016	Attending: Debbie DiThomas, Michelle Henderson, Nance Nunes-Gill, Clint Dougherty, Stephen Eaton, Ramon Vasconcellos, George Walters, Khushnur Dadabhoy, Kyri Freeman, Lisa Holmes, Penny Shreve			
	Absent: Scott Bulkley			
Item	Discussion	Next Steps	Who	Timeline
Call to Order	Meeting called to order at 12:00 p.m. by Stephen Eaton.			
Agenda	Ramon Vasconcellos moved with a second by Khushnur Dadabhoy to approve the agenda for today's meeting. All were in favor. The motion Carried.			
Handout	Stephen Eaton distributed a booklet to each Chair as a reference manual on completing the self-study. The team reviewed and discussed the sections of the booklet.	Review and use	All	
Timeline	<ol style="list-style-type: none"> 1. Self-Study final draft completed by May 2017; 2. Academic Senate & PSGC 1st & 2nd reads in Sept & Oct 2017; 3. Board of Trustees 1st & 2nd reads in Nov & Dec 2017; 4. Self-Study mailed to team in Jan 2018 5. Site Visit sometime between Feb & Mar 2018 	<p>Standard teams should begin meeting. There is eight months to complete the draft.</p> <p>Updates will be presented to the Board at the monthly Board Meetings.</p>	<p>Standard team chairs and all team members</p> <p>Stephen & Scott</p>	<p>Sept 2016 through May 2017</p> <p>Monthly</p>

BCC Cabinet Notes

Rosters & Team Member Roles	Student representation needs to be added to each of the Standard teams. At least two students on each standard with three students on Standard II.			
Eligibility Requirements	<p>There are 21 total ER's. Numbers 1-5 are addressed separately and numbers 16-21 are embedded throughout the Standards.</p> <p>Discussion regarding gathering evidence. The evidence will be embedded in the narrative and listed at the end of the Standard.</p>	<p>Verify that the ER's have been addressed in the writing of each Standard.</p> <p>Gather evidence during the writing process.</p>	<p>Standard Chairs</p> <p>All</p>	<p>Sept 2016 through May 2017.</p>
Standards	Steering Committee members need to be familiar with all of the ER's and Standards for the entire self-study not just the Standard that they've been assigned.	Review all ER's and Standards and be prepared to discuss.	All	Tue, Oct 18 th at 12pm (next meeting)
Writing Format	<p>Samples are included in the booklet that Stephen distributed to each Chair.</p> <p>The writing style follow these three steps:</p> <ol style="list-style-type: none"> 1) Tell what the process is 2) Tell what the results are 3) Tell what we're going to do to make the process better 			
Quality Focus Essay (QFE)	Reviewed the expectations of the QFE (focused on student achievement and learning outcomes).	Steering committee will make a recommendation to the President's Shared Governance Council (PSGC) re: topic of QFE.		TBD

BCC Cabinet Notes

Institution Set Standards	Set-Standards are being evaluated at the campus level. Determination of the evaluation is based on the appropriateness for each campus. It will be very important to show the process we used to set our standards.	Provide thorough documentation.		
Prior Recommendation	No need to address prior recommendations in this Self-Study.			