

Accreditation and Assessment Council meeting minutes, April 13, 2016

The chair began the meeting by reviewing the parts of the Year 7 Report (Y7R) , and noting that Standard 2 Resources and Capacities, which had been included in the Year 3 Report, is now part of the Y7R. The chair will re-distribute the various sections of the Y3R to those university officials who were responsible for their own sections of the report, as appropriate, for the Y3R in 2012-2013. Those updates will be submitted to a folder in the Box.

The chair will work with IT to make sure the Box is set up to provide an effective document repository for collecting and archiving Y7R evidence.

The AAC made the following recommendations:

1. The chair should gather a representative sample of Year Seven Reports submitted by other institutions in the MUS. Great Falls, Bozeman, and Rocky Mountain College have all completed the Y7R process and the chair will solicit reports from them so the council can see what the reports actually contain.
2. The AAC should take on a more advisory and consultative position vis-à-vis programs and departments on campus in their assessment activities. While the vice provost gathers assessment reports, these need to be made available for review by the AAC.
3. The chair should work closely with the office of University Relations to make sure there is a smooth and steady flow of communication from the AAC to the campus community. This smooth and steady communication flow will be essential to make sure the entire campus community is aware of, and involved in the campus accreditation effort.
4. The chair should send out to the campus community a "Save the Date" notice concerning the work of the AAC, with a notice of a back-to-school kick-off event prior to fall semester. The kick-off will be intended to officially build awareness and solicit involvement of the university community in the Year Seven effort.
5. The chair should also maintain a steady communication flow to the following assemblies on campus to keep them apprised and involved in the Y7R process:
 - a. Academic Senate
 - b. Staff Senate
 - c. Provost Council
 - d. Student Affairs Leadership Council
 - e. Faculty Association
 - f. Montana Two-Year College Faculty Association

The AAC members present then volunteered to form subcommittees which will involve the appropriate members of the campus community in gathering and organizing evidence and information, and crafting draft reports for the following Standard subcommittees:

1. Standard 1: Brent Roberts, Cliff Coppersmith, and Paul Foster
2. Standard 3: Michael Barber
3. Standard 4: Elizabeth Fullon, Christine Shearer, John Gillette, Matt Redinger

4. Standard 5: Barbara Wheeling, Joann Stryker, Matt Redinger

These subcommittees will begin mobilizing members of the campus community in the work of their standard, and meet as necessary to accomplish that task.

The AAC will meet (tentatively) May 17 at 3:30 PM.

Adjourned at 4:30.