



Accreditation Sub-Committee

NOTES for Thursday, 11/21/19	3:30 p.m.	ECC 121
Members Present:	Laurie Cozzolino, Ginger Davis, Marne Foster, Jessica Luedtke, Katie Serbian	
Members not Present:	Karen King, Jesus Rivas	
Guest(s):		
Recorder:	Ginger Davis	

AGENDA

1. Call to Order by J. Luedtke at 3:36 p.m.		
2. Approval of Minutes		
DISCUSSION	<ul style="list-style-type: none"> Reviewed 10/17/19 Minutes The minutes were M/S/C by Lorie and Marne as is. <ul style="list-style-type: none"> Abstentions- Jessica 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> Send approved minutes to the Sub-Committee. 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> After meeting.
3. Campus Labs & Evidence Update		
DISCUSSION	<ul style="list-style-type: none"> A brief overview of Campus Labs was given. Need to update the front page. Will begin adding content to calendar. The visiting committee wants the mid-cycle report no later than May 2021. The goal is to have the report and all internal and governance approvals completed by fall 2020. A quick run through where narratives, criterion, document directory was previewed, as per the WASC Mid-Cycle Report template. Hyperlink capabilities are available. Although the report can be submitted via Campus Labs we will work with Ranessa's Office to assure we have bounded printed copies as well. Evidence is currently housed in two difference areas. Need a meeting to discuss how best to combine the evidence and how it will get moved into the system. 	
CONCLUSION	N/A	
Action Items	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> Update the front page. Set-up meeting with Jessica, Katie and Debi to combine evidence. 	<ul style="list-style-type: none"> Jessica/Debi Jessica 	<ul style="list-style-type: none"> Before next meeting. Before next meeting.
4. Mid-Cycle Report Template		
DISCUSSION	<ul style="list-style-type: none"> Handout provided. Template overview was given. 5 areas to complete (i.e. student data, profiles, etc.) There's an overall push on equity and achievement gaps. We do not need to conduct focus groups for the mid-cycle. We will be requesting funding to hire a faculty coordinator to help write the actual accreditation report and strategic plan. Clarification on what the role of this coordinator will be needed to be defined. The role may include leading the Accreditation Steering Committee. 	
CONCLUSION	N/A	

Action Item	Person Responsible	Deadline
• None	• N/A	• N/A
5. Finalize Newsletter		
DISCUSSION	<ul style="list-style-type: none"> • The committee reviewed the accreditation newsletter draft. • The following edits are needed within each section: <ul style="list-style-type: none"> ○ FIVE VISITING COMMITTEE RECOMMENDATIONS: <ul style="list-style-type: none"> ▪ Add 5th key recommendation- “Use integrated planning to support institutional and student success.” ▪ Align indentions under each number. ▪ Remove- “Program Highlights”(all 3 sub-titles) ▪ Remove- “Expand and increase access...” repeated below recommendation #5. ▪ Add- Progress Highlights on Recommendation #1 as a title (in a similar font and color as each other heading) and bullet the 3 highlights under this new heading. ○ GOT EVIDENCE?- <ul style="list-style-type: none"> ▪ Change witnessed to attended. ▪ Remove- Katie Serbian and email address. ▪ Add- Debi King and dking002@sdccd.edu. ○ SUB-COMMITTEE MEMBERSHIP- Move to 2nd page on bottom. ○ ACCREDITATION SUB-COMMITTEE- Move to 2nd page on bottom. ○ YEAR 2 PROGRESS REPORT- Katie to provide text for this section. ○ MISSION/VISION/PARTICIPATORY GOVERNANCE REVIEW- <ul style="list-style-type: none"> ▪ Jessica to provide text for this section. ▪ Update will note current status of the review. ▪ A quick summary of the review was shared. Since, the Mission/Vision/Values are already part of the institution’s governance handbook, this fall, PIEC made the decision to have each shared governance committee review their content for edits/changes. The operational committees were not asked to review their pages. ▪ A brief conversation occurred about discussion of a 5th SLO the President proposed around diversity. If this becomes official, the institution will need to build it into a cycle and develop it into each of the programs. In relation to the accreditation cycle and planning cycles in general, SLO’s are in line with what we are doing with Campus Labs and the creation of a documented structured process of reviewing SLOs for assessment. ▪ With regards to SLOs in general, a decision needs to be made if and when faculty will need to regularly assess their SLOs (i.e. once a semester vs. annually). Marne would like to request the deans discuss this at each of their program meetings during FLEX. She will meet with the VPI to discuss. ○ CAMPUS LABS- Move entire section to 1st page where Sub-Committee Membership and Accreditation Sub-Committee sections were previously noted. ○ INSTITUTIONAL PROFESSIONAL DEVELOPMENT: <ul style="list-style-type: none"> ▪ Change the bottom picture (w/ group standing) title to STAR Conference. 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
• Finalize newsletter for distribution this fall 2019.	• Ginger	• Before winter break.
6. Accreditation Timeline		

DISCUSSION	• Did not discuss.		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
• None	• N/A	• N/A	
7. Action Plan Objectives- gap analysis			
DISCUSSION	• Tabled until December.		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
• None	• N/A	• N/A	
8. Review committee membership and meetings dates/times; Report to PIE			
DISCUSSION	• The December 19 meeting will be canceled.		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
• None	• N/A	• N/A	
9. Meeting adjournment: 4:57 pm			

NEXT MEETING:

Date and Time- January 16, 3:30p.m.-5 p.m.

Location- ECC 121

Notes submitted by: Ginger Davis, Administrative Secretary to the VPI

Reviewed by Sub-Committee: Yes **Date:** 4/16/20