

## Accreditation Subcommittee Meeting Minutes

Monday, October 15, 2025

9:00 –9:45 AM

Zoom virtual meeting

MEMBERS	Jessica Luedtke, Ildifonso Carillo, Marne Foster, Franklin Garrett, Jesus Rivas, Kirsten Lollis, Debi King					
Not Present	Shakerra Carter, Masahiro Omae, Brenna Leon Sandeford					
<b>1. Call to Order 9:02 AM</b>						
<b>2. Action Item</b>						
<b>2.1 Approval of Agenda</b> - Agenda approved unanimously						
<b>2.2 September 17, 2025 Minutes</b> - Reviewed						
<b>3. Information/Discussion Item(s)</b>						
<b>3.1 Mining Institutional Documents with AI</b>						
INFORMATION	Jesus reported on efforts to use AI to analyze institutional documents for accreditation and planning, with the ESL Department serving as the pilot site. Supported by new Microsoft Copilot licenses, the project aims to streamline data synthesis while maintaining accuracy and ethical use. Discussion emphasized data integrity, governance, and collective review of AI outputs. Next steps include developing the ESL prototype, setting data standards, and reporting at the next meeting.					
<b>3.2 Newsletter</b>						
INFORMATION	One accreditation newsletter per term is published. Past examples located <a href="#">here</a>					
<b>3.3 Subgroups</b>						
INFORMATION	Subgroup	Lead/Members	Notes			
	Communications (Newsletter, outreach)	Brenna, Kirsten, Franklin, Marne	Two newsletters per year			
	Structure / Evidence Folders / Website	Jessica, Debi	Update website and SharePoint			
	Annual Reports	VP Omae, VP Carter, Jessica, Jesus, Ildi	Annual updates			
	AI Data Mining (Pilot)	Jesus, Ildi, Marne	AI integration and prototype development			
<b>4. Adjournment:</b> Meeting adjourned at 9:53 AM						
<b>Next Meeting:</b> 11/19/2025 at 9:00 AM						

Minutes submitted by: Debi King

Minutes approved:

By Committee 12/18/2025