

## 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   |  |  |
| 1. Call to Order 9:02 AM                             |   |  |  |
| 2. Action Item                                       |   |  |  |
| 2.1 Approval of Agenda - Agenda approved unanimously |   |  |  |
| 2.2 September 17, 2025 Minutes - Reviewed            |   |  |  |
| 3. Information/Discussion Item(s)                    |   |  |  |
| 3.1 Mining Institutional Documents with AI           |   |  |  |
| 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. |  |  |
| 3.2 Newsletter                                       |   |  |  |
| INFORMATION  | One accreditation newsletter per term is published. Past examples located <a href="#">here</a>  |  |  |
| 3.3 Subgroups  |   |  |  |
| 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 |
| 4. Adjournment: Meeting adjourned at 9:53 AM         |   |  |  |
| Next Meeting: 11/19/2025 at 9:00 AM                  |   |  |  |

**Minutes submitted by:** Debi King

**Minutes approved:**

By Committee 12/18/2025