

Accreditation Subcommittee Meeting Minutes

Wednesday, January 21, 2025

9:00 –9:45 AM

Zoom virtual meeting

MEMBERS	Jessica Luedtke, Shakerra Carter, Masahiro Omae, Brenna Leon Sandeford, Ildifonso Carillo, Franklin Garrett, Jesus Rivas, Kirsten Lollis, Debi King
Not Present	Marne Foster
1. Call to Order 9:03 AM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Agenda approved unanimously
2.2 Review of 12/17/2025 Minutes <i>(approval not required for this subcommittee)</i>	
CONCLUSION	Minutes reviewed – no corrections
3. Information/Discussion Item(s)	
3.1 Communications (Newsletter, Outreach)	
INFORMATION /DISCUSSION	<ul style="list-style-type: none"> • Draft accreditation newsletter reviewed - feedback focused on: <ul style="list-style-type: none"> ○ Reducing text density on the first page ○ Using bullet points for key highlights ○ Adding photos to improve engagement ○ Moving AI disclaimer to a less prominent position (footer/asterisk) • Purpose clarified: newsletter is primarily to inform the campus community of accreditation progress.
ACTION ITEMS	Brenna to revise layout, incorporate visuals, and distribute the final version.
3.2 Structure: Evidence and Website	
INFORMATION	<ul style="list-style-type: none"> • Initial planning underway to update the accreditation website for the new cycle - work includes: <ul style="list-style-type: none"> ○ Transitioning timelines from the previous cycle ○ Aligning evidence, reporting deadlines, and postings • Updates will be phased in alongside spring reporting requirements
3.3 Annual Reports	
INFORMATION	<i>Item deferred; team will have updates after upcoming coordination meeting</i>
3.4 AI Data Mining	
INFORMATION	<ul style="list-style-type: none"> • Pilot successfully tested using President's Weekly Messages as source data. • Key outcomes: <ul style="list-style-type: none"> ○ AI used to normalize unstructured documents into structured datasets (spreadsheets) ○ Enables alignment with accreditation action plans and strategic goals ○ Approach prioritizes accuracy and minimizes AI hallucinations through controlled, iterative processing • Process remains exploratory; no changes required to current reporting workflows • Next Steps: <ul style="list-style-type: none"> ○ Continue testing and refinement ○ Consider adding date references to AI-generated summaries to support communications use
3.5 Letter to Accreditor Update	
INFORMATION	Need to recreate prior letter requesting an additional year extension to align with credit colleges cycles
ACTION ITEM	Jessica to consult with VP Omae
4. Adjournment: Meeting adjourned at 9:54 AM	
Next Meeting: 2/18/2026 at 9:00 AM	

Minutes submitted by: Debi King

Minutes approved:

By Committee 3/18/2026