

Accreditation Subcommittee Meeting Minutes

Wednesday, May 20, 2025

9:00 –9:45 AM

Zoom virtual meeting

MEMBERS	Brenna Leon Sandeford, Ildifonso Carillo, Marne Foster, Jesus Rivas, Masahiro Omae, Jessica Luedtke, Shakerra Carter, Franklin Garrett, Kirsten Lollis, Debi King
Not Present	
1. Call to Order 9:00 AM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Agenda approved unanimously
2.2 Review of 4/15/2026 Minutes <i>(approval not required for this subcommittee)</i>	
CONCLUSION	Minutes reviewed – no corrections
3. Information/Discussion Item(s)	
3.1 Communications	
INFORMATION	Marne reported that the committee is focusing on the Spring Accreditation Newsletter. Members will forward ideas and content highlights from institutional communications, events, and President's Weekly Messages for inclusion. Brenna confirmed the prior newsletter format will be updated and reused.
3.2 Structure: Evidence and Website	
INFORMATION	Jessica shared that the accreditation website is active again and additional evidence documents, including historical meeting minutes, are being uploaded. The committee discussed reviewing accreditation timelines and aligning future activities and evidence collection more strategically. Debi was acknowledged for assisting with website updates and permissions coordination.
ACTION ITEM	Debi to continue updating Accreditation pages including committee membership
3.3 AI Data Mining	
INFORMATION	Jesus discussed ongoing efforts to strengthen accreditation evidence tracking by aligning objectives with measurable performance indicators and more concrete evidence sources. The committee also discussed continued exploration of AI-supported data mining tools to assist with institutional reporting and accreditation evidence gathering. Considerations include district approval, long-term sustainability, and compatibility with existing Microsoft Copilot and Google platforms.
3.4 Letter to Accreditor Update	
INFORMATION	Jessica provided an update regarding the draft letter requesting a one-year extension of the accreditation cycle. VP Omae confirmed the letter is prepared for distribution on official letterhead. The committee discussed consulting the assigned WASC advisor, anticipated processing requirements, and possible associated fees and payment timelines.
4. Additional Item	
INFORMATION	Jessica announced that Accreditation Subcommittee meetings canceled for summer hiatus, with meetings expected to resume in the fall. Debi confirmed that the meetings for June, July, and August have been removed from Outlook.
5. Adjournment: Meeting adjourned at 9:20 AM	
Next Meeting: 9/16/2026 at 9:00 AM	

Minutes submitted by: Debi King

Minutes reviewed: By Committee 9/16/2026