



Accreditation Sub-Committee

NOTES for Thursday, 3/1/18		1:00 p.m.	PDC 106
Members Present:	Barbara Pongsrikul, Jessica Luedtke, Karen King, Magdalena Kwiatkowski, Marne Foster		
Members not Present:	N/A		
Guest(s):	N/A		
Recorder:	Ginger Davis		

AGENDA

1. Call to Order/Roll Call by J. Luedtke at 1:00 p.m.			
2. Action Item(s) N/A			
2.1 Approval of Agenda			
DISCUSSION			
CONCLUSION	M/S/C by Marne Foster and Barbara Pongsrikul as is.		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
NONE	N/A	N/A	
3. Information/Discussion Item(s)			
3.1 Purpose of Committee/Mission Statement/Goals/Action Items/Priorities			
DISCUSSION	<p>The WASC Pre Visit occurred on February 9, 2017. The Accreditation Visit occurred on March 13 and 14, 2017.</p> <p>General Discussion-</p> <ul style="list-style-type: none"> This group reports to and makes recommendations to the Planning and Institutional Effectiveness (PIE) Committee. This is a working group. Accreditation should be part of the culture of the school. Once accreditation is over, the accreditation steering committee does not typically meet again until a Mid-Cycle Progress Report is due. This makes it difficult and challenging to pick up where we left off. It will be helpful to do an annual update each year and a comprehensive update every three. A progress report will be provided that will ultimately go to the Executive Governance Council (EGC). We are hoping to do a combined report with the Strategic and Accreditation Report. Map updates to the Strategic six-Year Plan at the next PIE Committee meeting. A recommendation is to do an Accreditation Newsletter at least once a semester, highlighting what we are working on (e.g. Action Plan). It can go out two times a year; once in the fall and once in the spring with the first newsletter going out in May. <p>Purpose-</p> <ul style="list-style-type: none"> To facilitate development and monitoring of a coordinated accreditation process in support of: <ol style="list-style-type: none"> Integrated planning Improving student learning Institutional/program effectiveness The purpose can change annually. <p>Mission Statement-</p>		

	<ul style="list-style-type: none"> SDCE's Accreditation Sub-Committee facilitates development and monitoring of coordinated accreditation process. <p>Goals-</p> <ul style="list-style-type: none"> Need to determine both short and long-term goals. Support and facilitate institutional research and the dissemination of information throughout the institution. <p>Action Items-</p> <ul style="list-style-type: none"> Send mid-term template and timeline to the workgroup. Create a Dropbox account for the committee to house communication and documents. At the next Accreditation Sub-Committee meeting, go through the SDCE six-year action plan.
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Send Mid-term template and timeline to the work group.	Barbara Pongsrikul	Before next meeting.
Create Dropbox account for the committee to house communication and documents.	Jessica Luedtke	Before next meeting.
Send a 'snippit' update of Accreditation Committee actions to Ranessa for SDCE Newsletter.	Jessica Luedtke	Before next meeting.

3.2 Accreditation System

DISCUSSION	<ul style="list-style-type: none"> The colleges may have changed to a 7-year cycle. We need to find out if SDCE will be aligning our accreditation cycle with the colleges. In process of purchasing module within Campus Labs; already funded through Adult Education Block Grant. The Office of Institutional Effectiveness (IE) will assist with the behind the scenes support in managing the Campus Labs system. The Office of IE will also provide Camus Labs training to identified users.
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Clarify alignment of Accreditation Cycle with colleges.	Jessica Luedtke	Before next meeting.
Reach out to the Accreditation Liaison Officer at Mesa College, Danene Brown.	Jessica Luedtke	As time permits
Reach out to Trina Larson, Administrative Secretary to the VP of Student Services at Mesa College, regarding the use of Campus Labs and feedback on processes.	Ginger Davis	Before next meeting.

3.3 Review action items/recommendations to PIE

DISCUSSION	<ul style="list-style-type: none"> We should make a recommendation to PIE to have a larger working group.
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CONCLUSION	
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FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Recommend to PIE larger working group	Jessica	Before next meeting.

3.4 Committee Members/Meeting Details (day/time/location/x per term)

DISCUSSION	<ul style="list-style-type: none"> Discussion occurred around the current committee membership and when a good time would be for the group to meet. It would be nice to have student representation on this group. <p>Meeting Details</p> <ul style="list-style-type: none"> This committee will meet monthly. Look at the 2nd Thursday of the month between 2:30p-4:30p. If that does not work, create a doodle poll to get the committee's availability to set future meetings.
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CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Arrange next meeting.	Jessica Luedtke	ASAP
4. Adjournment: 2:02pm		

NEXT MEETING:

Date and Time- TBD

Location- TBD

Notes submitted by: Ginger Davis, Sr. Secretary to the VPI **Reviewed by Sub-Committee:** Yes **Date:** 5/3/18