



Accreditation Sub-Committee

NOTES for Thursday, 2/20/20	3:49 p.m.	ECC 121
Members Present:	Laurie Cozzolino, Ginger Davis, Marne Foster, Jessica Luedtke, Andrei Lucas	
Members not Present:	Karen King, Jesus Rivas, Katie Serbian	
Guest(s):		
Recorder:	Ginger Davis	

AGENDA

1. Call to Order by J. Luedtke at 3:36 p.m.		
2. Approval of Minutes- 11/21/19		
DISCUSSION	<ul style="list-style-type: none"> Did not discuss. Hold for the next meeting. 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> Re-send approved minutes to the Sub-Committee to review prior to the next meeting. 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> Before next meeting.
3. Review of Mid-Cycle Report Planning/Campus Labs		
DISCUSSION	<ul style="list-style-type: none"> Writing of report will be done in Campus Labs. Report will be done in the grid provided by the committee. Report will be 20-30 pages in length. A description of what is to be addressed in each section of the report was discussed: <ol style="list-style-type: none"> Student/Community Profile Data Significant Changes and Developments Engagement of Stakeholders and ongoing school improvement Progress on the Implementation of the School-wide Action Plan <ul style="list-style-type: none"> We will need to incorporate the committee recommendations School-wide Action Plan Refinements Updates in Campus Labs to support the Mid-Cycle Report were shared. In Campus Labs, Appliance Assist is used to manage Accreditation related entries. Started a draft of a timeline for years 1-5; goal is to have a 7 year timeline completed. Report due on March 2021. 	
CONCLUSION	N/A	
Action Items	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
4. Review of Action Plan Update		
DISCUSSION	<ul style="list-style-type: none"> Overview of current template was previewed; a spreadsheet brought over from Campus Labs will be utilized. Evidence is still being collected by the PRIE Office. Objectives will be noted as completed or addressed with action steps to be completed. The 2019-2020 action plan needs to be done by this summer in order to be vetted by the Executive Governance Council in the fall. The 2020-2021 action plan will be noted as in process. Need to set up a manageable method to update the action plan. 	

CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
• None	• N/A	• N/A	
5. Campus-wide sharing			
DISCUSSION	<ul style="list-style-type: none"> Looking into utilizing the <i>CE Excellence, Share your Story</i> platform, managed by the Dean of Equity, to collect student information. Goal is for students to share their needs related to some of the action plan areas. Purpose is to have feedback from all constituents on campus (i.e. administration, classified professionals, faculty, and students). 		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
• None	• N/A	• N/A	
6. Newsletter Content and Spring Lead			
DISCUSSION	<ul style="list-style-type: none"> Hold for the next meeting. 		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
• None	• N/A	• N/A	
7. Review committee membership and meetings dates/times			
DISCUSSION	<ul style="list-style-type: none"> New members: Stephanie Lewis (Dean of Career & College Transitions), Magda Kwiatkowski (ESL Faculty; Accreditation Coordinator), Andrei Lucas (Dean of Automotive, Skilled and Technical Trades), Debi King (PRIE Administrative Technical for Accreditation Module & Evidence) Need to find a new date to meet for all sub-committee members. 		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
• Send doodle poll for a new meeting date.	• Jessica	• After today's meeting.	
9. Meeting adjournment: 5:04 pm			

NEXT MEETING:

Date and Time- TBD

Location- ECC 121

Notes submitted by: Ginger Davis, Administrative Secretary to the VPI

Reviewed by Sub-Committee: Yes **Date:** 4/16/20