



Accreditation Sub-Committee

NOTES for Thursday, 4/16/20		3:31 p.m.	Zoom
Members Present:	Laurie Cozzolino, Ginger Davis, Marne Foster, Debi King, Karen King, Andrei Lucas, Jessica Luedtke (co-chair), Katie Serbian (co-chair)		
Members not Present:	Magda Kwiatkowski, Stephanie Lewis, Jesus Rivas		
Guest(s):			
Recorder:	Ginger Davis		

AGENDA

1. Call to Order by J. Luedtke at 3:36 p.m.			
<ul style="list-style-type: none"> Approval of agenda was M/S/C by Katie and Laurie as is. 			
2. Approval of Minutes- 11/21/19 and 2/20/20			
DISCUSSION	<ul style="list-style-type: none"> 11/21/19 <ul style="list-style-type: none"> M/S/C: Laurie and Katie as is. Abstentions: Debi 2/20/20 <ul style="list-style-type: none"> M/S/C: Ginger and Laurie with the following edit: <ul style="list-style-type: none"> Section 5- Change wording to reflect as, "Looking into utilizing the <i>CE Excellence, Share your Story</i> platform, managed by the Dean of Equity, to collect student information." Abstentions: Debi, Katie 		
CONCLUSION	N/A		
Action Item		Person Responsible	Deadline
<ul style="list-style-type: none"> File approved minutes in Accreditation Dropbox. 		<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> Before next meeting.
3. Review of Mid-Cycle Report Planning			
DISCUSSION	<ul style="list-style-type: none"> Mid-Cycle Report progress and updates were shared. Magda attended an Executive President's Cabinet meeting to get guidance on point of contacts in each department to assist with obtaining information. In process of developing the metrics and programming to pull student profiles. Working on data visualizations to add into section 1 of the report. Community Profile report is being developed for use as a template for the annual report. Impact statements noting changes in trends will be included. Debi and Jessica have been working on updating the action plan to show that there has been progress. 		
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"> The action plan was presented to EGC last year with general assessment of progress at the objective level. This year, the action plan will be rolled out with updates provided. The focus will be at the action steps level with evidence provided. The Accreditation Action Plan will be provided through the lens of the Institutional Strategic Plan. 		

	<ul style="list-style-type: none">• Next year, we will work on adding new action steps or objectives through the shared governance process.• Discussion occurred on past practices with supporting the prior mid-cycle/action plan update reports.• A draft of the current action plan was presented and discussed.• Column headings in the plan include: Action Steps, Expected Outcomes, Planned KPI's/Actual KPI's, Responsible Party, Expected/Actual Start & Completion Date, Outcome/Evidence• Visiting committee key recommendations were added.• Action steps are noted under each objective to show how the objective will be completed.• There were a lot of things that were not filled out in the previous action plan that we are still trying to finish and add information to.		
CONCLUSION	N/A		
Action Item	Person 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	
5. Newsletter Content- hold or Spring Lead?			
DISCUSSION	<ul style="list-style-type: none">• Sub-committee would like to move forward and create a spring newsletter.• The fall 2019 newsletter was reviewed to see what is applicable for the spring edition. The following changes will be made:<ul style="list-style-type: none">○ Five Visiting Committee Key Recommendations- (Katie)<ul style="list-style-type: none">▪ Update section with new highlights in support of a key recommendation.○ Got Evidence?-<ul style="list-style-type: none">▪ No changes to this section. Keep in spring newsletter.○ Campus Lab Tip-<ul style="list-style-type: none">▪ Remove entire section.○ Year 2 Progress Report- (Jessica)<ul style="list-style-type: none">▪ Change to Year 3 Progress Report.○ Mission/Vision/Participatory Governance Review-<ul style="list-style-type: none">▪ Remove the entire section.○ Sub-Committee Membership-<ul style="list-style-type: none">▪ No changes to this section. Keep in spring newsletter.○ Accreditation Sub-Committee-<ul style="list-style-type: none">▪ Update membership▪ Highlight the following new members: Andrei, Debi, Magda, Stephanie○ ACS WASC Newsletter- (Debi)<ul style="list-style-type: none">▪ Update link for information about the current WASC Accreditation visit statuses.○ Institutional Professional Development-<ul style="list-style-type: none">▪ Remove the entire section.○ ADD THE FOLLOWING NEW SECTIONS-<ul style="list-style-type: none">▪ Mid-Cycle Timeline of Activities (Jessica)▪ SDCE Response to COVID-19 (Laurie)<ul style="list-style-type: none">– Highlights will include the impact of COVID-19 on professional development and faculty.▪ Pictures:<ul style="list-style-type: none">– Faculty and staff getting laptops. (Andrei and Jessica)– SDCE In Focus logo (Laurie)		
CONCLUSION	N/A		
Action Item	Person Responsible	Deadline	
<ul style="list-style-type: none">• Prepare newsletter draft.	<ul style="list-style-type: none">• Ginger	<ul style="list-style-type: none">• May 4, 2020	

6. Meeting Adjournment			
DISCUSSION	<ul style="list-style-type: none">Agenda item for next meeting. Review the committee’s structure and have Magda represent the faculty co-chair.		
CONCLUSION	N/A		
Action Item		Person 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
7. Meeting adjournment: 5 pm			

NEXT MEETING:

Date and Time- May 4, 2020 @ 2pm

Location- Zoom

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

Reviewed by Sub-Committee: Yes **Date:** 5/4/20