

Mission San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

## **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		

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

be provided through the lens of the Institutional Strategic Plan.

Bovernance 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 N/A  Person Responsible Person Responsible Person Responsible Person Responsible Person Responsible Person Responsible N/A  N/A  Action Item Sub-Committee would like to move forward and create a spring newsletter.  Sub-Committee would like to move forward and create a spring newsletter.  Sub-Committee would like to move forward and create a spring newsletter.  Sub-Committee would like to move forward and create a spring newsletter.  Sub-Committee would like to move forward and create a spring newsletter.  Sub-Committee would like to move forward and create a spring newsletter.  Sub-Committee Key Recommendations- (Katle)  Update section with new highlights in support of a key recommendation.  Got Evidence?  No changes to this section. Keep in spring newsletter.  Campus Lab Tip-  Remove entire section.  Sub-Committee Membership  No changes to this section. Keep in spring newsletter.  Update membership  No changes to this section. Keep in spring newsletter.  Update membership  No changes to this section.  Accreditation Sub-Committee:  Update membership  No changes to this section.  Accreditation Sub-Committee:  Update ink for information about the current WASC Accreditation visit statuses.  Institutional Professional Development-  Remove the entire section.  ACS WASC Newsletter- (Debi)  Update ink for information about the current WASC Accreditation visit		Northwest will work as adding		: + ! +           -		
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	CONCLUSION	N/A				
Prepare newsletter draft     Ginger     May 4, 2020	Action Item		Person Responsible	Deadline		
Topare newsletter draft.	<ul> <li>Prepare newslette</li> </ul>	er draft.	Ginger	• May 4, 2020		

6. Meeting Adjournment				
DISCUSSION	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	
• None		• N/A	• 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