



Accreditation Sub-Committee

NOTES for Thursday, 9/19/19	4.04 p.m.	ECC 121
Members Present:	Jessica Luedtke, Jesus Rivas, Marne Foster, Ginger Davis	
Members not Present:	Katie Serbian, Karen King	
Guest(s):	Laurie Cozzolino	
Recorder:	Ginger Davis	

AGENDA

1. Call to Order by J. Luedtke at 4:04 p.m.		
2. Approval of Minutes		
DISCUSSION	<ul style="list-style-type: none"> Reviewed 5/16/19 Minutes The minutes were M/S/C by Jesus and Marne with the following edit: <ul style="list-style-type: none"> Agenda Item 3, under Full Report, 5th Bullet- Spell out the acronym PIEC to read Planning and Institutional Effectiveness Committee. 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> Send approved minutes to the Sub-Committee. 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> After meeting.
3. Review 2018/19 Accreditation Visiting Committee Report		
DISCUSSION	<ul style="list-style-type: none"> Katie Serbian conducted summer work in support of the Institutional Effectiveness Plan that was accreditation related. She helped build the Campus Labs module. She assisted in the development of this report which is in response to the recommendation from the Accreditation Visiting Committee. When you do a self-study, you speak to the action plans and incorporate the recommendations. Will need to find out what is the template for the mid-year report. Searched for Year 2 Update Report on SDCE website but did not locate. Will have it posted under Accreditation and email it to the Sub-Committee. The Update Report is about 7 pages long. Continue discussion on this item next month. 	
CONCLUSION	N/A	
Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> Have Debi post the Year 2 Update Report on the SDCE PRIE website under Accreditation and email the link to the group. 	<ul style="list-style-type: none"> Jessica 	<ul style="list-style-type: none"> N/A
4. Scope of Summer Work and Campus Labs		
DISCUSSION	<ul style="list-style-type: none"> Hold for next meeting. 	
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. Action Plan Objectives- gap analysis		
DISCUSSION	<ul style="list-style-type: none"> The current Six-Year Action Plan Report was displayed. Action plan objectives were discussed. PRIE Office began working on aligning what was applicable in the strategic plan to the action plan objectives. Some of the statement of objectives/goals were difficult 	

	<p>to analyze and determine if they were tied to an Institutional Objective or if actions steps were occurring.</p> <ul style="list-style-type: none"> Information was missing which resulted in gaps (i.e. objectives did not have any actions.) A reach out to offer training or other support will need to be done. The PRIE Office will continue reviewing content entered into Campus Labs and analyze data to see if there are opportunities to realign data to supporting Program/Unit Objectives. We need determine the best way to move forward with analyzing data in Campus Labs. Edits and updates can be made by programs and/or departments which will affect data already analyzed and require information to be analyzed again. It will be important to emphasize the benefit to the campus community to update and complete their own program's and/or department's information now.
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CONCLUSION	N/A
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Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> Set up a meeting with Katie to find out progress on Action Plan Objectives. 	<ul style="list-style-type: none"> Jessica 	<ul style="list-style-type: none"> N/A

6. Newsletter Content and Fall Lead

DISCUSSION	<ul style="list-style-type: none"> Would like to identify leads to help update the Accreditation Newsletter. Would like the sub-committee to support this effort rather than the PRIE Office. Last Accreditation Newsletter was sent out in spring 2019. Document was displayed from SDCE website and reviewed. The newsletter content included: Year 2 Progress Report, Sub-Committee Membership, Mission/Vision/Participatory Governance Review, Campus Labs updates. The fall newsletter should include: highlights from the previous year in meeting the recommendations from the visiting team, report out to provide continuing evidence for each year, gap analysis information to show use of data to inform decision making, important deadlines. We could also create a section highlighting the progress on Institutional professional development. Goal is to have the fall newsletter out by November. In general, the accreditation newsletter distribution timeline is two times per year.
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CONCLUSION	N/A
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Action Item	Person Responsible	Deadline
<ul style="list-style-type: none"> Create template/draft for next upcoming newsletter. 	<ul style="list-style-type: none"> Ginger 	<ul style="list-style-type: none"> October 17

7. Review committee membership and meeting dates/times; Report to PIE

DISCUSSION	<ul style="list-style-type: none"> Laurie Cozzolino, SDCE Flex Coordinator, to be added as an official member to the sub-committee was M/S/C by Jessica and Marne. Find a replacement for the Dean of ESL, Barbara Pongsrikul once she retires. There may be a need to expand the Sub-Committee at some point in the future.
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CONCLUSION	N/A
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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

8. Adjournment: 5:06pm

NEXT MEETING:

Date and Time- October 17, 3:30p-5p

Location- ECC 121

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

Reviewed by Sub-Committee: Yes Date: 10/17/19